



Position: Coordinator, Communications

REPORTS TO: Director, Operations
LOCATION: Hockey Manitoba, 145 Pacific Ave. Winnipeg, MB
STATUS: Permanent Full Time
Application Deadline: June 28, 2019

JOB SUMMARY

Under the authority of the Executive Director, and direct supervision of the Director, Operations the **Coordinator, Communications** is responsible for leading day-to-day communications of all branch programs, events and initiatives through website/online digital content, social media platforms and direct communication to membership. The position also supports media and public relations, promotions, events, branding, marketing initiatives, content, photography and video.

CORE RESPONSIBILITIES

- Coordinate the delivery of external communications such as website news & content, social media network administration and membership email distribution
- Establish, collect and track meaningful analytics, metrics and data types for respective areas to monitor use and effectiveness of website, social media, and direct communication/mass email platforms; produce regular reports and provide recommendations on new initiatives
- Support the maintenance and continued development of Hockey Manitoba's branding identity such as; apparel, merchandise, equipment, stationary, resources, visual aids, and other
- Connect with member regions, leagues and Minor Hockey Associations to ensure consistent messaging and ensure distribution of all communication materials in a timely fashion
- Assist with various creative services where assigned; graphic design, photography/video coordination, photography/video editing, advertisements, publication content, other
- Establish connection with Hockey Canada and other branch partners
- Assist with development and execution of branch marketing and communications detailed plan
- Coordinate the delivery of special promotions & contests as assigned
- Support the promotion and branding of all Hockey Manitoba events and programs
- Assist with all applicable Hockey Manitoba events as assigned
- Participate in communications related meetings and conference calls
- Other general administrative support as assigned

QUALIFICATIONS AND KNOWLEDGE

- Post-secondary Degree or Diploma in relevant field
- 1-3 years' experience in a professional office setting is an asset
- Experience working on and coordinating events is an asset
- Experience with Microsoft Word, Outlook, PowerPoint, and Excel and other Microsoft products
- Experience with Adobe products related to documents, photography and design
- Demonstrated writing, editing and grammar skills; ability to write for online/digital platforms
- Experience with Internet tools, web design, content management, social media and email platforms
- Excellent verbal communication skills with ability to present ideas and information clearly
- Communication and organizational skills for working in a busy "team" environment
- Knowledge and experience in areas of office administration or other related disciplines
- Ability to positively and diplomatically communicate and interact with volunteers, members, sponsors, media, board members, executive, staff and general public
- Ability to work independently on tasks and projects
- Ability to meet various deadlines and work on ongoing projects
- Understanding of the sport of hockey and the business of sport is an asset
- Ability to work evenings and weekends as required by the position

HOCKEY MANITOBA COMPETENCIES

- Establish awareness how role contributes to the overall organization and seeks to understand other departments
- Earn others' trust and respect through consistent honesty and professionalism in all interactions
- Take personal responsibility for the quality and timeliness of work and professional presence, and achieves results with little oversight
- Promote cooperation and commitment within a team to achieve goals and objectives
- Use a broad range of communication techniques effectively to communicate to varying audiences in a variety of situations
- Adapt to changing needs, conditions and work responsibilities
- Take into account the best practices, the facts, goals, constraints and risks
- Focus on results and desired outcomes and how best to achieve them – get the job done!
- Follow fiscal guidelines, regulations, principles and standards
- Display an ongoing commitment to learning and self-improvement
- Work as competent member of a team

Qualified candidates are invited to submit their resume and cover letter including salary expectation to Peter Woods, Executive Director at pwoods@hockeymanitoba.ca and Scott Furman, Director Operations at sfurman@hockeymanitoba.ca by the deadline of **June 28, 2019**.

Only candidates being considered for the position will be contacted.

Thank you.

