

JOB POSTING

Coordinator, Digital Communications

Position Title: Coordinator, Digital Communications
Position Term: Full-Time
Location: Vaughan, Ontario
Reports To: Manager, Communications

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

Ontario Soccer is searching for talented and ambitious team members who are passionate about the field of sport management and want to apply their knowledge at Canada's largest provincial sport organization.

Founded in 1901, Ontario Soccer is comprised of more than 650 Clubs and Private Academies servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 10,000 match officials, as well as countless volunteers, parents and supporters comprising a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our membership, partners and other stakeholders. Ontario Soccer also operates League1 Ontario, a provincial professional - amateur men's and women's league, as well as the Ontario Player Development League (OPDL).

An overall goal of Ontario Soccer is to assist with the development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel and encourage community involvement at all levels.

Position Summary:

Reporting to the Manager, Communications this role requires leadership of a portfolio designed to drive communications to our diverse stakeholders and the general public, through digital



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content, photography and videography. The right candidate will be capable of skillfully creating content for the Ontario Soccer website, social media communities, YouTube, livestreaming platforms, as well as traditional media.

This role will provide support for our marketing and communications teams, and also assist with major Ontario Soccer event coverage.

As a marketing-communications professional with a minimum of two or more years of experience, you will have a strong background in videography and photography projects, be able to manage the overall look and feel of various types of collateral, providing online content creation, as well as graphic design.

Our ideal candidate will be a strong team player, who will enjoy and excel at promoting all of Ontario Soccer's programs and activities through our various media channels and platforms.

Specific Responsibilities:

1. Assist with the overall look and feel of the website and keep it updated
 - a. Be proactive to create regular content for the website
 - b. Work with the Manager, Communications to keep information on the site current and relevant
 - c. Create graphic elements for various projects
 - d. Work with Ontario Soccer internal departments to edit copy and post on the site
2. Creating original, curated compelling video content for a variety of Ontario Soccer programs
3. Assisting the Manager, Communications in composing the weekly e-newsletter
4. Graphic design of print and social media
5. Working knowledge of social media analytics
6. Updating/maintaining the Ontario Soccer's social media accounts
7. Some photography



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Qualifications and Required Skill Sets:

The successful candidate will possess the following experience, knowledge and abilities:

- University degree (or diploma) preferred in a relevant field
- Experience shooting and editing video
- Graphic design skills
- Website development and management experience
- Excellent writing skills – able to edit and generate content
- Experience shooting sport photography
- Sports/soccer experience (preferred)
- Flexible hours including weekend and off business hours are expected

Submission Requirements:

All candidates please submit the following:

- Two examples of video work (one example of personal work and one example of work completed for a brand or organization)
- Two examples of written work (one example of a press release or/and one example of print media or for a blog)
- Two examples of content the candidate has created for social media (one from a personal account and one from a brand account)

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.

Please submit your cover letter and resume and submission requirements (with Coordinator, Digital Communications as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: Thursday, July 27, 2017 at 5:00 pm

We thank all applicants for their interest but only those selected for an interview will be contacted.



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