



**Position Title:** Social Media Coordinator

**Reports To:** Technical Director and General Manager

**Position Summary:** Canada Summer Jobs Program

### **Background.**

Mount Hamilton Youth Soccer Club operates as a non-profit soccer club in the Hamilton Soccer district. MHYSC is committed to providing a holistic development program to all children and youth aged u3 – u18. MHYSC is committed to operating and delivering programs at the highest possible standards. We work to exceed the customer service expectations of all clients, including athletes, coaches and parents.

### **Overview.**

MHYSC runs a summer soccer program for 2300 children and youth. This position would include planning and execution of all social media campaigns and postings. The successful candidate will attend practices and games to create social media posts around the events that will build the clubs social media following. The successful candidate will respond to customer social media messages and comments. They would have the ability to be creative and write content to engage our intended audience. This position will report to our Technical Director and General Manager.

This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada. The successful candidate will be paid hourly following Ontario's minimum hourly rate (\$16.55)

### **Candidates must meet the following eligibility requirements to be considered:**

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to relevant provincial legislation and regulations (international students on a work/study permit are not eligible for the Canada Summer Jobs Program)

### **Primary Duties and Responsibilities.**

- Marketing and administrative support
- Assist in development of promotional material, including communication development and content, e-blasts and social media,
- Sponsorship support – prospect research, leads list, communications tracking, etc.
- Sponsorship fulfillment & Activations – supporting MHYSC sponsor activations
- Write event reports and keep event checklists updated, prior to the event, post-event



- Identify opportunities for marketing & process improvement and recommend changes to the General Manager
- Problem solve issues affecting the accomplishment of objectives
- Work cooperatively with others to draw on their skills and viewpoint

### **Requirements**

- Excellent communication skills
- Highly organized and time efficient, accurate in transactions and recording
- Knowledge Social media, Excel, PowerPoint, and other industry tools
- Excellent work ethic

### **Additional**

- Adaptable, with the ability to work in a fast paced, dynamic environment
- Ability to work non-traditional hours (evenings and weekends) The work week is Monday to Thursday from 12:30pm – 8:30pm and Saturdays from 8:00am – 12:00pm
- Energetic and out-going personality
- Background in youth soccer an advantage.

This Position is 36 Hours per week and will be paid an hourly rate (\$16.55). The Position will start on Monday May 13, 2024, for 14 weeks (Finishing August 24, 2024)

This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada.

To apply for this position please send a resume and cover letter to Carl Horton, Technical Director & General Manager at [chorton@mhysc.org](mailto:chorton@mhysc.org)

The closing date for all applications is May 8th at 5pm or until a suitable candidate is found.