



Coordinator - Communications

Organization:	Volleyball Canada
Supervisor:	Director, Communications
Location:	Hybrid- instances where remote work will be possible, and other instances where onsite work will be required (likely travel related)
Type of Position:	Full-time
Start Date:	December 01, 2022
Travel:	Event based travel. In spring/summer months
Salary Range:	Commensurate with skills and/or experience

Nature of Work:

Volleyball Canada (VC) is a not-for-profit that provides leadership and oversees the development of Volleyball in Canada. It is a fast-paced environment. This position is a first point of contact in the organization, working with the Communications and event staff, to oversee content and ensure consistency of communication at events. Strong communication skills, interpersonal skills, a positive attitude and outgoing personality are assets. Work is completed independently with general supervision. Travel and weekend work may be required. This position reports to the Director, Communications.

Volleyball Canada is committed to equity, diversity and inclusion in all respects, including hiring a workforce that is reflective of the diverse population of Canada with respect to age, gender, ethnicity, religion, ability, sexual orientation, education and culture. We actively encourage applications from persons who identify as women, indigenous peoples, person with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

Accountabilities:

General communications assistance

- Content Development: producing written content, coordinating, and sourcing video content and imagery with service providers.
- Support the development and maintenance of website and other digital tools for VC, including the app, ensuring information is current.
- Support, integrate and execute use of VC app for events
- Ensuring VC communications are fully bilingual (work with service providers)
- Support other programs as required (content/messaging/guidelines) including but not limited to NEP, Canada Cup and VC Combine.
- Online store admin assistance when needed.

Domestic Events

- Nationals' newsletter coordination (create and distribute monthly)
- Coordinate the planning of Nationals event (s) webcasting, social media calendar, overseeing videography and photography providers. Work onsite to ensure fulfillment/ quality.
- Participate in planning with events teams and communications staff (virtual, in person, AGM/convention/HoF etc).



- Coordinate the creation of digital media content, as well as collect and review content for accuracy, relevance and timeliness to communicate relevant Nationals messages
- Ensuring communications materials meet branding guidelines.
- Create communication packages for host partners, and service providers as needed. Work with Partnerships Coordinator on co-branding with sponsors/partners and activation fulfillment.
- Post-event legacy – labelling and storage of digital content including photos and video.
- Contribute to post-event reporting (communications and social media data).

General and International Events

- Participate in the communications/marketing planning of international events when schedule allows.
- Creating press releases for National Team events when assigned.
- Canada Games communications liaison (on site).
- Digital legacy – labelling and storage of photos and video.
- Coordination of digital marketing pieces that support the event's marketing plan.
- Onsite international events communications coordination according to event requirements/guidelines including writing and social media.
- Assist in producing/update NT bios and headshots.

Other Duties:

- Other duties as required by Volleyball Canada

Qualifications/Expertise:

- Excellent communication skills with experience in content creation.
- Ability to build and maintain excellent working relationships with staff as well as external service providers.
- Demonstrated expertise in Microsoft Office is required, and basic skills in other software such as Photoshop and Adobe Acrobat Pro. Experience with web site content management systems is an asset.
- The ability to work independently demonstrating good judgment, analytical, negotiation and business skills in a fast-paced environment with multiple priorities.
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines.
- A valid driver's license is an asset.
- Bilingualism (French/English) is an asset

Resumé and cover letter should be forwarded to Jackie Skender (jskender@volleyball.ca) by November 15 2022. Only those selected for an interview will be contacted.