

Ringette Canada
Communications Coordinator
Job description

Nature and Scope:

Ringette Canada is the national sport organization that governs, promotes, and leads the development of ringette. We are seeking a dynamic individual to join our remarkable team. The main responsibility of Ringette Canada's Communications Coordinator is to promote the sport, our brand image and the values of Ringette Canada. The Communications Coordinator works in conjunction with the National Office Staff, Provincial Partners, and other volunteers in the fulfillment of their roles and duties. The Communications Coordinator reports to the Director of Communications, Engagement and Marketing.

The specific responsibilities of the Communications Coordinator are, *but not limited to*, the following:

Main Responsibilities:

- Coordinate, plan and execute the communication plan for all media platforms
- Create various tools and infographics to facilitate the communication of Ringette Canada's key messages
- In collaboration with Ringette Canada's management team, work to promote values, sport and brand image and build a communication plan in this regard

Specific Responsibilities:

- Communication
 - Social media management
 - Implementation of a newsletter
 - Communication between RC office and Provinces
 - Creation of an annual communication calendar
 - Creation of initiatives for the promotion of sport
 - Website maintenance
 - support for Ringette Canada's online shop
- Events
 - Attend events when required, take photos and share content on social media
 - Share all content of press releases and media relations to members
 - create high level content surrounding major events - Canadian championships, world championships, Canada Games, etc.
- Services
 - implementation of strategy for recruiting new members and engaging current members
 - Creation of a toolbox for communications and harmonization of communications within the community
 - Creation of infographics and popularization of key messages
 - Management of promotional tools for all programs
 - Enhancement of values and brand image in general

Evaluation and Research

- Ensure that all events and programs are monitored and evaluated for effectiveness on a regular cycle.
- ensure impact and reach are continually evaluated

Other Responsibilities

- Attend and provide reports for the Annual General Meeting, all national meetings, and Board of Directors meetings (as required)
- Attend Ringette Canada events as needed

Qualifications:

- Undergraduate degree in communications or a related field.
- Experience in community engagement.
- Excellent communication skills, both verbally and in writing (preferably in both official languages)
- Demonstrated ability to coordinate internal and external communications
- Ability to create content
- Ability to use and easily navigate a variety of social media platforms
- Research, analysis and KPI skills in communication and marketing
- Knowledge of graphic design software, Adobe, Canva, etc.

Key Competencies:

- Strong project management skills
- Excellent oral and written communication skills, organizational ability
- Interpersonal skills
- Organizational awareness
- Able to work independently, and within a team environment
- High Integrity, trust and confidentiality
- Commitment to the vision, mission, and values of Ringette Canada
- Bilingualism is an asset
- Creative thinker who is able to think outside the box
- Knowledge of Google Workspace is an asset
- Knowledge of the Safe Sport principles is an asset

Type of Position:

Full time
Ottawa Based, possibility of working remotely
Starting Salary range: \$42 620 to \$49 920 per annum

Interested candidates may submit their resume and cover letter to:
julie@ringette.ca by 9am EST on Monday, May 29, 2023.

Please title the email as: CO_Comm_2023_YourName

MISSION

Ringuette Canada est l'organisme national directeur du sport de ringuette, qui régit, promeut et dirige le développement de la ringuette.

VISION

Être le chef de file mondial du développement de la ringuette.

VALEURS

Ringuette Canada s'appuie sur une série de valeurs de base pour améliorer son travail et renforcer ses relations. Les valeurs suivantes, ainsi que notre adhésion aux principes du Sport pur, reflètent notre passion pour la ringuette et notre engagement commun envers elle.

NOUS CROYONS EN:

Innovation Nous investissons avec sagesse. Nous prenons des risques et nous les gérons. Nous sommes des gérants de la ringuette.

Collaboration Nous sommes tous dans le même bateau. Nous tenons compte de diverses perspectives pour enrichir notre expérience. Nous instaurons consciemment un environnement de travail sécuritaire et accueillant.

Imputabilité Quand nous vivons d'après nos valeurs, nous gérons et dirigeons avec intégrité. Nous agissons avec transparence et nous communiquons proactivement. Nous assumons la responsabilité de nos actes, et nous apprenons de nos erreurs.

Respect Du sport; des règles; de notre patrimoine; d'autrui.

Excellence Nous exigeons la qualité. Nous offrons des programmes et des services de tout premier plan. Nous donnons le meilleur de nous-mêmes dans chaque situation.