



Communications Coordinator

Position Type:

Full time, Seasonal

Job Location:

Edmonton or remote within Alberta

Employment Type:

Contract: August 15-May 15 each year

Expected Start:

November 14, 2022

Compensation

\$3,800 - \$4,200 / month

Application Deadline:

09:00 MDT, October 17, 2022

About Ringette Alberta

Ringette Alberta is the provincial sport organization that governs and leads the development and delivery of ringette in Alberta. We are a values-based organization using **Integrity, Collaboration,** and **Excellence in Process** to guide our decisions.

The Role

We are seeking an enthusiastic, proactive, highly skilled communications professional to join our team.

The Communications Coordinator's role is to oversee the development and implementation of Ringette Alberta's annual communications plan.

General

The Communications Coordinator's overall responsibility is to support the achievement of Ringette Alberta's strategic priorities and associated operational objectives by ensuring our members, participants and other stakeholders have the right information, at the right time, in the right format.

Detailed Responsibilities

- In a leadership role, consult with other Ringette Alberta employees to develop Ringette Alberta's annual communications plan in support of the Association's strategic priorities and operations plan.
- Lead and coordinate Ringette Alberta's communication to members, participants, and other stakeholders
- Develop and execute strategies for web content and engagement including maintaining Ringette Alberta's website and social media channels
- Develop and enforce Ringette Alberta's brand, graphic design standards and style guide
- Provide technical support, scripting, and logistical support for video production (resource development) to other Ringette Alberta employees
- Coordinate preparation and design of formal reports, other documents, and resources

- Provide communication services for events and programs
- Update Ringette Alberta's dashboard (key performance indicators) as needed and share progress with appropriate stakeholders
- Coordinate communications with Ringette Canada's communications personnel, and others as necessary, to facilitate alignment and cooperation with our national sport governing body
- Be willing to provide to, and accept assistance from, other members of the Ringette Alberta team when we need to support one another through the varied peaks in workload throughout the ringette season

Minimum Qualifications

- Communications or marketing-related diploma or degree (such as a Public Relations diploma, Bachelor of Arts degree.)
- Minimum of two or more years of demonstrated experience within communications or a communications-related field, such as marketing.
- Exceptional verbal and written communications skills, composition, editing and proofreading; for a variety of media. Ability to multi-task while maintaining attention to detail.
- Strong digital marketing skills, including web content management (ideally with WordPress), and social media.
- Proficiency in a Windows platform computer environment and a working knowledge of the Adobe Creative Suite (Illustrator, Photoshop, InDesign).
- Must hold a valid class 5 driver's licence and be willing to travel to occasional events on evenings and weekends throughout the province.

Additional Qualifications

- Familiarity with the Canadian Sport Delivery System and the sport of ringette is a definite asset
- Bilingualism (French and English) is an asset

Reporting

- The Communications Coordinator reports to the Administration and Finance Manager

To apply

Interested candidates may submit their resume, cover letter and examples of their work (or link to online access) to carolyn@ringettealberta.com by 09:00 MDT on Monday, October 17, 2022.

Ringette Alberta thanks all those who apply however only those who are selected for interview will be contacted