

**Job Posting
Communications Coordinator
March 7, 2019**



Are you looking for a part time (approximately 15hrs a week) position with a progressive community organization? One that will let you share your communication and organizational skills, yet allow you opportunity to do other activities?

Be the Communications Coordinator to help build and promote the profile of North Vancouver Football Club.

Job Summary

The Communications Coordinator will work collaboratively with the Club Board of Directors, other committees, staff and volunteers to create engaging communications across a range of channels for players, parents, teams and volunteers as well as external parties.

Responsibilities

- Support the development and implementation of the Club's communications strategy including branding, social media, website and Club events.
- In conjunction with the Director of Club Operations oversee the Club website including reviewing and updating website content.
- Ensure that all Club communications follow and consistently support the Club's communications strategy, Club brand templates, policies and assist in the writing of the content.
- Assist in managing day-to-day operations of the Club for teams, parents and volunteers.
- Assist in managing day-to-day communications that come in to the Club from players, parents, volunteers and external parties.
- Seek out and share communications about Club activities and priorities.
- Assist in the coordination of Club events including Uniforms & Equipment Day, Opening Day, Photo Weekend, End of season events and the AGM.

- Determine content and write regular social media communications and the Club newsletter.
- Perform other duties as required to support the Director of Club Operations, Technical Directors, Club Board of Directors and committees.

The Director of Club Operations or the Club Board may modify these responsibilities at any time.

Preferred Skills

- A Post-Secondary Education ideally in Marketing, Communications or Business.
- 1-3 years experience either in PR or marketing
- Demonstrated experience in an organization that includes customer service, marketing and financial processes.
- Exceptional skills in Office products, Word Press, In design, "analytics," and familiarity with all social media platforms
- Potential leadership skills, proven excellence in work habits and ability to work harmoniously with colleagues and others.
- Strong verbal and written communication skills and experience
- A willingness to work independently but as part of a dynamic team.

Remuneration to be negotiated.

Please submit a cover letter and resume no later than March 22 to:
operationsnvfc@gmail.com

All applications are appreciated; however only those selected for further consideration will be contacted.