



RUGBY CANADA EMPLOYMENT OPPORTUNITY

Title: Coordinator, Media and Communications
Type of Position: Full Time/Salary
Location: Langford, BC
Reporting to: Manager, Media and Communications

Rugby Canada is the national sport organization committed to the domestic development and international success of rugby for Canada.

POSITION DESCRIPTION

Based out of the Canadian Rugby Centre of Excellence in Langford, BC, the Coordinator will assist in the daily operations of Rugby Canada's Media and Communications Department. The primary function will be content creation (editorial, video, photo) related to senior and age-grade National Team programs that supports all Rugby Canada's public facing communications channels, with an emphasis on web and social media.

Reporting to and working with the Manager, Media and Communications, the Coordinator is responsible for leveraging communications activities to enhance Rugby Canada's growing presence in the local, regional, national and international media and rugby community.

RESPONSIBILITIES

- Content creation supporting all Rugby Canada's public facing communications channels, with an emphasis on National team programs;
- Video capture and editing for web, social media channels, and dedicated Rugby Canada promotional initiatives;
- Lead the day-to-day management of communications content for rugby.ca, and support in the content creation for canadasevens.com as required;
- Support with graphic design requirements as they relate to Rugby Canada templated materials
- Serve as secondary point of contact on incoming media requests relating to National Team programs;
- Lead on content development for event programs, team rosters, and athlete bios;
- Support in the creation of comprehensive year-end media and communications report that provide insights and analytics that will inform future communications and media strategies.

RUGBY CANADA

Toronto Office / Bureau de Toronto
30 Rue East Beaver Creek Road, Suite 110
Richmond Hill, ON CANADA L4B1J2
Tel / Tél: 905 707 8998
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Victoria Office / Bureau de Victoria
3024 Rue Glen Lake Road
Langford, BC CANADA V9B 4B4
Tel / Tél: 250 418 8998
Fax / Téléc : 250 386 3810

rugby.ca
info@rugby.ca





TRAINING QUALIFICATIONS

- Results-oriented, able to set priorities and deliver consistently to a high professional standard;
- A collaborative team member who can establish strong working relationships with colleagues within the organization;
- Ability to thrive in a fast-paced and ever changing work environment;
- Ability to adjust to flexible work hours that align with national team activities, including weekends;
- Strong organizational skills, time management and attention to detail.

SKILL & KNOWLEDGE QUALIFICATIONS

- 2 years' communications experience in the sport or event industry;
- A degree in marketing, communications, or related field considered an asset;
- Strong written and verbal skills;
- Experience and knowledge of video capture and editing;
- Experience and knowledge in graphic design;
- Ability to collect and analyze data and develop strategic insights;
- Knowledge of the sport of rugby both in Canada and abroad an asset;
- Fluency in English required; fluency in French an asset.

DEADLINE FOR SUBMISSIONS

If interested in the above position, please forward a resume and cover letter to Mary Fraser, Senior Advisor Marketing and Communications at maryfraser@rugby.ca by September 17, 2018.

Only candidates selected for an interview will be contacted.

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