



TITLE: Coordinator, Media & Communications
REPORTS TO: Manager, Marketing & Communications
LOCATION: Red Deer, AB
CONTRACT TERM: Until March 15, 2019
SALARY LEVEL: \$40,000 - \$45,000/year, commensurate on education and experience

OVERVIEW

The 2019 Canada Winter Games Red Deer Host Society is looking to fill the position of Coordinator, Media & Communications.

In February 2019, thousands of our country's best and brightest will set their sights on Red Deer as we host the 2019 Canada Winter Games. Up to 3,600 participants from across Canada, 400 media, 500 VIPs, 500 officials and thousands of visitors will join us for the two-week event. Featuring 19 sports and a major arts and cultural festival, the 2019 Canada Games will be the largest event in Red Deer's history.

The Coordinator, Media & Communications position will coordinate all requirements for the broadcast and webcast of the Games, develop and support media relations before, during and after the 2019 Games and assist with communications and media strategies and activities.

DUTIES AND RESPONSIBILITIES

This role will be responsible for, but not limited to, the following:

- Coordinate the delivery of all requirements for the broadcast and webcast of the 2019 Games
- Create and deliver the Games time media services plan
- Facilitate the preparation of the Games time main media and broadcast centres, as well as the venue media centres
- Coordinate the hosting requirements of media, broadcast and webcast personnel at Games time, including accommodations, vehicle rentals and accreditation
- Oversee the recruitment and training of Games time media volunteers to ensure excellent support for media, broadcasters and webcaster at Games time
- Help gain local, provincial and national awareness and support for the Canada Games
- Assist with the development of Host Society publications and promotional materials to ensure the products are well branded, consistent in content and informative to relevant audiences
- Assist with preparing and editing internal and external publications, press releases, speeches and other materials
- Assist with the implementation and evaluation of an earned media strategy
- Ensure compliance with law (e.g. copyright and data protection)
- Work with staff and the Senior Leadership Team to address communications issues across a wide range of stakeholders

- Consult with staff and the Senior Leadership Team to plan, organize, promote and execute special events and press conferences
- Monitor media coverage and assist in the preparation of briefing materials for the CEO and Board Chair/Vice-Chair
- Liaise with the Media Chair and Media Venue Team Reps to support and track the progress of targets, goals and timelines
- Support the Venue Management Model and Venue Teams to ensure the successful delivery of the Games
- Collaborate with other functional areas (community relations, sponsorship, human resources, etc) to manage reputation, identify key players and coordinate actions

REQUIRED SKILLS, EXPERIENCES AND ABILITIES

- Strong organizational, administration, planning and presentation skills
- Excellent communication skills, written and oral, in English is required and fluency in French is an asset
- Ability to deliver concise, creative content across a variety of platforms and applications
- A valid Class 5 operator's licence is required
- Attention to detail and safe work practices is mandatory
- Experience with Google's G Suite programs, Gmail, Docs, Slides, Calendar, etc. (or equivalent Microsoft Office programs) is required
- Demonstrated ability to set priorities and manage multiple projects
- Ability to work in a team environment with both staff and volunteers
- Knowledge and experience working in a not-for-profit, events, sports or multi-sport Games environment is an asset

NOTE

- Formal office hours are Monday to Friday, 8 a.m. until 4:30 p.m.; however, flexibility will be required. This may include various evening/weekend committee work, varying workload/ deadlines, Games time requirements, etc.
- The 2019 Canada Games Host Society is an equal opportunity employer and believes diversity strengthens us as a workplace; we encourage all those qualified to apply.
- All applicants must be legally entitled to work in Canada.
- The successful candidate will be subject to a criminal record check and/or other background checks.

Closing date for this position is Monday, May 28, 2018.

Please forward your cover letter and résumé to the attention of:

Manager, Marketing & Communications

jobs@2019canadagames.ca

Only those invited into the recruitment process will be contacted. Thank you.

