JOB POSTING
Coordinator, Digital Communications

Position Title:	**Coordinator, Digital Communications**
Position Term:	**Full Time (Permanent)**
Location:	Vaughan, Ontario
Reports To:	**Senior Manager, Digital Marketing Strategy and Communications**

Background:

Founded in 1901, Ontario Soccer is comprised of more than 550 Clubs and Private Academies servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 9,500 match officials, as well as countless volunteers, parents and supporters comprising a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our membership, partners and other stakeholders. Ontario Soccer also operates the Ontario Player Development League (OPDL) - the province's premier standards based youth development program and proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

An overall goal of Ontario Soccer is to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel and encourage inclusive community involvement at all levels.

Position Summary:

Reporting to the Senior Manager, Digital Marketing Strategy and Communications this role requires leadership of a portfolio designed to drive communications to Ontario Soccer's diverse stakeholders and the general public, through digital content, photography and videography.

This position will help create content for the Ontario Soccer website, social media communities, YouTube, livestreaming platforms, as well as traditional media.

This role will provide support for Ontario Soccer's communications and marketing teams, as well as assist with major event coverage.

This position will be responsible for creating videography and photography projects, as well as manage the overall look and feel of various types of collateral, providing online content creation, as well as graphic design support.

JOB POSTING
Coordinator, Digital Communications

The Coordinator, Digital Communications will be a strong team player, thriving both as an independent self-starter and with managerial guidance alike, who will enjoy and excel at promoting all of Ontario Soccer's programs and activities through various media channels and platforms.

Primary Duties and Responsibilities:

- Assist with the overall look and feel of the website and keep it updated:
    - Be proactive to create regular content for the website;
    - Work with the team to keep information on the site current and relevant;
    - Work with Ontario Soccer internal departments to edit copy and post on the site.

- Create original, curated, compelling video content for a variety of Ontario Soccer programs and initiatives.
- Assist the Senior Manager, Digital Marketing Strategy and Communications with composing various communication products.
- Create compelling social media content that is tailored to different audiences across multiple
- Apply solid working knowledge of social media analytics and assist with report writing, as required.
- Assist with graphic design of print and social media, as required.
- Assist with event and program related photography, as required.

Qualifications

Experience:

- Experience shooting sport photography and video;
- Sports/soccer experience (preferred);
- Website management experience;

Education and Professional Designations:

- University degree (or diploma) preferred in a relevant field;
- Experience shooting and editing video;
- Experience shooting sport photography and video;
- Sports/soccer experience (preferred);

Skills and Competencies

- Graphic design skills (Adobe Suite of tools or similar);
- Able to edit and generate content;

JOB POSTING
Coordinator, Digital Communications

- Effective verbal and written communication skills;
- Advanced knowledge of MS Office, particularly Excel and Power Point;
- Highly organized with great attention to detail to meet deadlines;
- Ability to work under pressure, handling multiple priorities
- Ability to work flexible hours, including weekends and off business hours.
- Self-starter and able to work harmoniously with colleagues;
- Work with great initiative and energy and possess relationship building skills;

Ontario Soccer is committed to fostering an inclusive and accessible environment; as such, Ontario Soccer will consider applicants that meet the requirements and that reflect and support the diversity of the soccer community.

Please submit your cover letter and resume (Coordinator, Digital Communications as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: Wednesday, March 2, 2022 at 5:00 pm
We thank all applicants for their interest but only those selected for an interview will be contacted.