

Oakville Soccer Club

Job Posting



Position: Communications Coordinator

Position Type: Full-time

Reports to: Director of Marketing and Communications

Salary Range: \$45,000 - \$55,000

Application Deadline: Sunday, July 28th, 2024

Start Date: August 2024

OAKVILLE SOCCER CLUB

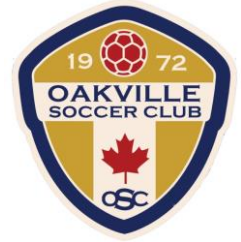
The Oakville Soccer Club, founded in 1972, is one of the largest amateur soccer clubs in Canada with over 19,000 participants annually. Based at the Pine Glen Soccer Centre, a 100,000 square foot indoor soccer facility in North Oakville, the Club provides year-round recreational and competitive programming for both youth and adults. Proudly working with over 1,200 volunteer and professional coaches each year, the Club strives to promote a culture of development, inclusivity and positivity. A consistent leader within amateur soccer and sport, OSC is an active member of Ontario Soccer and the provincial soccer community, and is a Canada Soccer National Youth Club Licence holder.

COMMUNICATIONS COORDINATOR

The Oakville Soccer Club is inviting applications for the position of Communications Coordinator. This role will be involved with the design and implementation of OSC's social media campaigns, external advertising as well as manage website content and member communications. This is the ideal role for a highly creative, resourceful and enthusiastic individual seeking to gain experience in a fast-paced sports environment.

JOB RESPONSIBILITIES

- Create graphics, static posts, videos, stories and additional promotional materials for communication to internal and external user groups
- Manage and expand OSC's digital and social platforms through static posts, videos, stories, etc.
- Positively represent OSC's vision through all Club communication platforms to various stakeholder groups
- Create website content, act as website administrator
- Create and work with staff to cohesively implement OSC communications campaigns and their supporting collateral.
- Collaborate with staff and coaches to create tutorials, video content and information segments for the Club's membership and stakeholders
- Plan and execute OSC's annual signature events
- Work strategically with partners
- Increase OSC's profile and presence in the community, creating and implementing innovative outreach and engagement programs
- Assist with the fulfillment of sponsorship contracts and requirements
- Other duties as assigned



QUALIFICATIONS & PERSONAL SKILL REQUIREMENTS

- Relevant post-secondary degree/diploma in Sports Marketing, Advertising, Graphic Design or a related discipline
- Tangible work experience with content creation, social media management and communications – design for web platforms, print and video creation
- Proficiency in Microsoft office and the ability to quickly learn and become proficient with various registration software platforms
- Experience with Adobe Creative Suite, Canva, desktop video creation and graphic design software
- Excellent and evolving knowledge of communications/social media/marketing trends, SEO, etc.
- Positive, outgoing and energetic attitude with a customer-focused approach
- Excellent organizational skills with attention to detail
- Excellent communication, problem solving and decision-making skills
- Ability to work well in a fast-paced environment with tight deadline requirements
- Must be available to work day-time as well as evenings and weekends when required
- The successful applicant will be required to submit a Vulnerable Sector Screening before commencing employment with OSC

To apply, send your resume complete with covering letter and salary expectations in confidence to employment@oakvillesoccer.ca with the subject line **Communications Coordinator**. Applications close at 5:00p.m. on Sunday, July 28th. Candidates requiring any accommodations to participate in the recruitment and/or interview process should communicate this in their email with the cover letter and resume.

The Oakville Soccer Club thanks all applicants in advance for their interest, but advises that only those being invited for a formal interview will be contacted.