



## SWIMMING CANADA JOB POSTING

<b>Position</b>	Manager, Marketing (14 Month Contract)
<b>Reports to</b>	Director, Marketing
<b>Location</b>	Ottawa
<b>Job Type</b>	Full-time

### ABOUT SWIMMING CANADA

Swimming Canada serves as the national governing body of competitive swimming. We inspire Canadians through world leading performances to embrace a lifestyle of swimming, sport, fitness and health. Canadians are global leaders in high performance swimming and development for both able-bodied swimmers and swimmers with a disability. Swimming is recognized as one of the most celebrated and successful Canadian Summer Olympic and Paralympic sports. Swimming Canada strives to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to attracting, developing and celebrating a diverse workforce that reflects the community we serve.

### ABOUT THE POSITION

As a valuable member of the Marketing, Events and Communications Department, the Marketing Manager will report to the Director, Marketing and provide support on partner activations, sales and promotions. This position would run from June 1, 2018 to July 31, 2019 as a maternity leave replacement with the potential to convert to permanent at the end of the term.

### PRIMARY RESPONSIBILITIES

- Provide account management services to Swimming Canada partners.
- Responsible for sponsor asset fulfillment and annual reporting.
- Participate in content creation and content sharing as part of overall content marketing strategy.
- Assist the Director, Marketing with sponsor proposals.
- Manage the branding approvals, orders and budgets for Swimming Canada's National team outfitting, retail merchandise and staff outfitting.
- Oversee the creation of invitations, tracking, and logistics for special events.
- Oversee Swimming Canada's online and on-site merchandise sales.
- Provides leadership on marketing & communications of special projects/events
- Provides logistical support for Swimming Canada events where required.
- Assists in posting content and maintaining a schedule of posts for social media where required.

### KNOWLEDGE, SKILLS AND ABILITIES

- Strong analytical skills and attention to detail



- Ability to work independently on multiple tasks with specific deadlines
- Strong written and verbal communications skills
- Strong working knowledge of Microsoft office products and key social media platforms
- Interpersonal skills and ability to deal with diverse stakeholders
- Knowledge of the sport of swimming is an asset
- Working level of bilingualism (French/English) is an asset

## EDUCATION AND EXPERIENCE

- College diploma or university degree in a relevant field such as communications, marketing or events planning **OR**
- 3-5 years' experience in one or more of the following areas: marketing, sponsorship or marketing communications.
- Experience working with Facebook, Twitter, Instagram
- Retail/merchandising experience would be an asset.
- Swimming experience is also considered an asset.

## WORKING CONDITIONS

This is a 14 month full-time Ottawa-based contract employee position with Swimming Canada with benefits according to Swimming Canada Human Resource policies. The position requires some travel (4-7 times per year) and irregular work hours from time to time.

## TO APPLY

Candidates can email applications to [jobs@swimming.ca](mailto:jobs@swimming.ca) by **April 27, 2018**. Candidates must be legally eligible to work in Canada. Swimming Canada is committed to providing accommodations. If you require an accommodation for a disability as part of the hiring process, please contact [lmaclean@swimming.ca](mailto:lmaclean@swimming.ca)

Please indicate "**Manager, Marketing**" in both the subject line of your e-mail and your covering letter.

We thank all candidates for their interest. However, only those selected for an interview will be contacted.