



SWIMMING CANADA JOB POSTING

Position	Coordinator, Marketing, Events and Communications (MEC)
Reports to	Senior Manager, Marketing
Location	Ottawa office
Job Type	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

Swimming Canada is in search of a full-time Coordinator of Marketing, Events and Communications. As a valuable member of the Marketing, Events and Communications Department, the Coordinator, MEC will provide support with special events, sponsor servicing, social media and communications.

PRIMARY RESPONSIBILITIES

- Assists the Senior Manager, Marketing with sponsor activations
- Assists with creation of invitations, tracking, and logistics for special events
- Manages Swimming Canada's online and on-site merchandise sales
- Provides support on marketing & communications of special projects/events
- Produces economic impact reports from Swimming Canada events
- Assists in sending out corporate communications, packages, reports etc.
- Assists in the tracking of sponsor deliverables at events
- Assists in the production of post-meet sponsor reports
- Provides logistical support for Swimming Canada events
- Assists in generating content for various Swimming Canada platforms.
- Coordinates posting content and maintaining a schedule of posts for social media
- Updates and maintains athlete biographies
- Provides team support, such as media attaché/sponsor servicing at select events
- Assists with media relations

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
- 1-2 years' experience in one or more of the following areas: marketing, sponsorship, communications or event management
- 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 permanent full-time Ottawa-based employee position with Swimming Canada with benefits according to Swimming Canada Human Resource policies. Some domestic travel is required 3-4 times per year. During periods of Events, long, evening and weekend hours are required. Salary will be based on qualifications and experience and in accordance with Swimming Canada's compensation policies.

TIMELINES

We thank all candidates for their interest. However, only qualified candidates will be contacted and invited to an interview. Start date will be confirmed with the candidate.

TO APPLY

Candidates can email applications to jobs@swimming.ca by **November 27th, 2017**. 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

Please indicate "**MEC COORDINATOR**" in both the subject line of your e-mail and your covering letter.