



**Field Hockey Canada  
Communications & Partner Services Manager**

Working in collaboration with a variety of partners, Field Hockey Canada is the national sport governing body responsible for the development, growth and promotion of field hockey in Canada. Among its responsibilities, Field Hockey Canada selects, prepares and promotes Canada's teams for international competitions including Continental Championships, World Championships, and major multi-sport games (e.g. Olympic Games, Pan American Games and Commonwealth Games).

Field Hockey Canada is seeking a highly organized and motivated individual with a sound knowledge of communications, ideally with multiple years experience in a sport environment. The successful applicant will have an understanding of how to manage a variety of partnerships and an appreciation for working collaboratively with Provincial sport organizations. A team player with the ability to multi-task and with exemplary interpersonal skills is critical for success in this role.

Field Hockey Canada's Manager of Communications and Partner Services is a full-time position located in Vancouver, BC. The position will include benefits and a competitive sport industry salary commensurate with experience.

Please submit applications by Monday, September 23, 2013, to the attention of:

Jeff Sauvé via email at [jsauve@fieldhockey.ca](mailto:jsauve@fieldhockey.ca)

Please include a cover letter, résumé and salary expectation range.

No phone calls please! Only those selected for an interview will be contacted.

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## **Manager, Communications and Partner Services Duties & Responsibilities Overview:**

Duties and responsibilities will include, but are not limited to:

- Member Partner Relations – as the primary staff connection to the Provincial sport organizations, work in collaboration with and engage on a variety of fronts including online registration, National Championships and information regarding various pathways (Coach, Athlete, Officials, etc.). An understanding and appreciation of the amateur sport landscape in Canada is considered an asset.
- Funding Partner Relations – ensure Field Hockey Canada’s funding partners are profiled, above and beyond all contractual obligations. Knowledge and experience in the Canadian sport funding landscape is considered an asset.
- Corporate Partner Relations – integrate sponsor contract details with programs, events, etc. (i.e. logos, signage, advertising). Work to garner profile for Field Hockey Canada sponsors. A history of working with various corporate partners is considered an asset.
- Website – maintenance, updates, and content of Field Hockey Canada’s websites. Familiarity with managing websites is considered an asset.
- Writing – reports/releases/profiles related to athletes, events, National programs, sponsor profiles and all relevant Field Hockey Canada activities. Sport specific writing experience is considered an asset.
- Meetings – organize meeting details including attendee lists, agendas and minute taking. Experience sitting on committees and knowledge of meeting procedures is considered an asset.
- Video – production of video segments. Creative approach to integrating video and the ability to shoot and edit footage is considered an asset.
- Picture Database – manage coded database of pictures. Ability and base knowledge of photograph is considered an asset.
- Social Media – staff lead for social media platforms. Integrate applicable platforms with athletes, programs and events. Familiarity with social media platforms is considered an asset.

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- Contact Database – maintain database of contacts including; media, athletes, staff, volunteers, alumni, registered members and fans.
- E-Newsletters – produce and dissemination of regular e-newsletters to targeted contact lists.
- Media Relations – work with media across Canada. Previous experience in dealing with media is considered an asset.
- Alumni Relations – in collaboration with the High Performance Manager, activate on a strategy to engage and acknowledge alumni.
- Statistician – manage statistical information related to athletes, applicable events and programs. A disposition for tracking of sports statistics is considered an asset.
- Awards and Recognition – track and maintain all trophies, cups, plaques and awards.
- Event Support – assist with all aspects of Field Hockey Canada events. Sport event experience is considered an asset.