



KidSport Edmonton Communications Coordinator Job Description

KidSport Edmonton (KSE) is a local non-profit-organization that has been in the community for over 25 years creating equal access to sport through KidSport's 'So ALL Kids Can Play!' Grant Program. This is a fee assistance program that subsidizes sport registration fees for kids who come from families that face financial hardship.

Overview

You are an integral member of The KidSport Edmonton Team. The Communications Coordinator is responsible for developing and implementing a communications strategy, as well as supporting events and campaigns.

Role Information

- Start Date: March 1, 2022
- Job Title: Communications Coordinator
- Position Type: Part Time Employee
- Hours: 10 hours per week
- Pay: \$16.50/hour
- Location: Home & Office (Percy Page Centre)
- Benefits: parking, laptop, flexible hours, \$25/month for cell phone & \$150/year for professional development

Accountability, Evaluation & Reporting

- 3-month & annual evaluation hosted by the Executive Director
- Reporting to the Director of Operations

Responsibilities

- Design, implement, and manage a streamlined communications strategy including
 - o 4 social media platforms
 - o 3 websites (KSE website + 2 event websites)
 - o consistent e-newsletter communications
 - o in addition to adhoc initiatives
- Design graphics and messaging for fundraising and outreach campaigns including print and virtual material
- Act as Communications Representative on both in-house Event Organizing Committees
- Act as internal communication support with third party events
- Administrative tasks related to communications and/or event planning
- Leverage social media and website analytics to build reports and make recommendations
- Stay up to date on industry trends, social media best practices and relevant applicable legislation

Qualifications

- 2+ year's experience in a communications, social media, or marketing role
- Non-profit work and/or volunteer experience would be asset
- Familiarity with programs - Canva, Wix, Word Press and Microsoft
- Familiarity with social media platforms - LinkedIn, Twitter, Facebook, Instagram
- Ability to create "eye-catching" visual content
- Strong creative writing and superior attention to detail
- Ability to craft communications strategy in support of organizational objectives
- Ability to rapidly learn and adopt to new technology and software
- Experience interpreting digital analytics and presenting reports/insights
- Ability to adapt quickly to new strategies in a changing environment and multi-task effectively while anticipating future needs
- Desire for continual learning, improvement, and development
- Excellent organizational and time management skills
- Comfortable working independently and as part of a team
- Sincere commitment to working collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Strong passion for sport inclusion and issues regarding the participation of under-served populations in sport

To apply: please submit cover letter and resume to Executive Director, Dayna Hyman via email dayna@kidsportedmonton.com by end of day Wednesday February 9.