



# JOB POSTING

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## COORDINATOR, SPORT COMMUNICATIONS

**Be a part of building a national brand.** Headquartered in Toronto, the Canadian Olympic Committee (COC) is a national, private, not-for-profit organization committed to high-performance sports excellence. We are the largest private supporter of high performance sport in Canada and we are responsible for all aspects of Canada's involvement in the Olympic Movement, including participation in the Olympic and Pan American Games.

The Canadian Olympic Committee (COC) is seeking a bright Coordinator, Sport Communications for their Montreal office. The incumbent will provide communications and administrative support to the sport communications department in order to meet key objectives. This position will serve as a logistical and communicational resource to the Sport Communications team and to National Sport Federations in their Olympic preparations. The Coordinator will also provide logistical and communicational support for press conferences and other promotional events such as team announcements.

### Core Responsibilities and Priorities:

- Reports to Senior Manager, Sport Communications
- Support the Senior Manager, Sport communications to meet key objectives;
- Help the Sport Communications department by:
  - Providing logistical and communicational support to NSF to help them develop their Games Communications plans;
  - Working with and maintaining positive relationships with the NSFs;
  - Providing logistical support for team announcements and other COC related events, including onsite logistics;
- Contribute ideas and content stories for the COC's online presence, including Olympic.ca and social media platforms (Website, Facebook and Twitter);
- When necessary, provide support during Games time;
- Be on-call during certain evenings and weekends, as required.

**Qualifications and Critical Skills:**

- University degree in communications, marketing or a related field
- 2-3 years' experience in a communications and/or marketing related function, preferably related to sport
- Excellent interpersonal/communications, writing/editing, administrative and organizational skills
- Ability to prioritize and manage multiple projects in a fast-paced environment
- Self-motivated team player
- Advanced skills in Microsoft Office products (Word, Excel, Powerpoint)
- Strong written and spoken skills
- Bilingualism (English/French) a requirement
- Good understanding of digital landscape
- Proven ability to bring logistical, administrative and communicational support to organize events

**Compensation:**

Competitive salary based on experience, excellent benefits package.

**Contact:**

Please send all cover letters, resumes and links to portfolios by June 15, 2013 to [applications@olympic.ca](mailto:applications@olympic.ca) citing the position title in the subject line. No telephone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted.