

**JOB POSTING: OPERATIONS & COMMUNICATIONS COORDINATOR****Part-time Position:** 28 hours/week**Location:** Ottawa, Ontario CANADA

Bowls Canada Boulingrin (BCB) is seeking a highly motivated and organized individual with experience in the area of small business operations, communications and social media.

NATURE AND SCOPE OF POSITION

The Operations and Communications Coordinator (OCC) will be responsible for the implementation of BCB's communications initiatives and will ensure the effective delivery of office and member services organization.

KEY RESPONSIBILITIES

- Coordinate and maintain the organization's social media platforms to ensure content is creative, relevant and current
- Ensure the organization's website is up to date in both languages and coordinate the implementation of new web-based resources
- Coordinate general communications with Provincial Sport Organizations, athletes, clubs and bowlers through communication tools such as weekly e-updates, special communications and newsletters.
- Coordinate the organization's branding, advertising and promotional tools
- Support the implementation of special events such as National Bowls Day, Annual General Meetings, planning events, etc.
- Support the administration of national championships
- Oversee the daily functions of the office and ensure smooth operations including archives, productivity tools, document management etc.
- Assist with the implementation of resources, programs, special events and policies of the organization.

THE IDEAL CANDIDATE

- Proven communication, customer service and interpersonal skills
- Proven organizational skills, ability to work independently and within established deadlines
- Strong technical knowledge in website maintenance and social media platforms
- Attention to detail and accuracy
- Enjoy working with the membership, as part of a team of co-workers, and with volunteers
- Fluent in Microsoft Office suite of products and familiar with MS Publisher, Adobe Illustrator
- Experience with Database creation and management
- Background, passion for and/or experience in sport/bowls
- Creative in marketing and promotional activities
- Post secondary education in sport or recreation; marketing/media/graphics, event planning; or equivalent experience
- Bilingualism an asset

APPLICATION PROCESS

Interested candidates should forward a cover letter and resume to Anna Mees, Executive Director, at office@bowlscanada.com by **March 23, 2018**. BCB thanks all interested candidates in advance. Only those selected for an interview will be contacted.