



## COMMUNICATIONS COORDINATOR JOB POSTING

**Part-Time Position:** 20 hours/week**Salary Range:** \$16,000 - \$18,000**Immediate Supervisor:** Executive Director**Location:** Ottawa, Ontario CANADA

Bowls Canada Boulingrin (BCB) is seeking a highly motivated and organized individual with experience in the area of communication and social media.

### NATURE AND SCOPE OF POSITION

The Communications Coordinator will play a critical role in revitalizing the sport of bowls throughout Canada under the guidance of the Executive Director. This position will be responsible for the coordination and distribution of national communications in both official languages via press releases, email, website and social media.

### KEY RESPONSIBILITIES

- Create, maintain, and update content in both official languages on the BCB website
- Coordinate the organization's social media and use social media expertise to leverage Facebook, Twitter and other social media forums
- Design, develop graphics, logos, etc., and general resources to promote BCB programs and manage the BCB brand
- Administer the BCB merchandise program
- Manage general communications with PSOs, athletes, clubs and bowlers through various communication tools such as newsletters and press releases
- Coordinate and execute special projects such as the ParticipACTION 150 program and National Bowls Day in Canada
- Ensure consistent messaging to members and stakeholders
- Promote the sport beyond the lawn bowls community

### DESIRED SKILLS AND EXPERIENCE

- Related post-secondary education, preferably in a communications related field
- At least two years' work experience in a related position
- Excellent and demonstrable writing and communication skills
- Working knowledge of promoting and marketing amateur sport
- Good working knowledge, expertise and experience of managing websites
- Social media expertise to include Facebook, Twitter and other forums
- Good inter-personal skills
- Self-starter with the ability to work independently and collaboratively
- Familiarity with amateur sport communications
- Ability to work in both official languages is an asset

### PROCESSUS DE CANDIDATURE

Interested candidates should forward a cover letter and resume to [amees@bowlscanada.com](mailto:amees@bowlscanada.com) by February 24, 2017. Bowls Canada thanks all interested candidates in advance. Only those selected for an interview will be contacted.