

Part-Time Social Media and Marketing Assistant

Field Hockey Ontario (FHO) is looking for a hardworking and committed student to assist in effective management of social media and communication channels, including content creation, post scheduling, and social media initiatives. The Social Media and Marketing Assistant will report to the Administrative and Event Coordinator.

Field Hockey Ontario is the provincial association that leads, grows and promotes outdoor and indoor field hockey in Ontario by engaging clubs, developing qualified coaches and officials, and supporting athletes at all developmental stages.

The position of Social Media and Marketing Assistant is a part-time contract position with an expectation of 10-15 working hours per week, totalling 246.5 hours prior to December 31, 2020. Successful candidates are required to have use of their own computer, phone and working space, in addition to transportation to and from meetings and events (when needed). Expenses related to the position will be reimbursed as per FHO policies. This position will be performed primarily remotely, with team communication through online conferencing platforms, phone calls, and emails. FHO staff may resume in-person meetings once the Government of Ontario and Public Health guidelines are in provided to ensure safety of staff in public meeting locations.

Key responsibilities include:

- Assist the Administrative and Event Coordinator in planning social media content and campaigns.
- Content creation for all of FHO's social media channels (Facebook, Instagram, Twitter, and LinkedIn)
- Scheduling content to be posted using FHO's Buffer Publish account in order to maintain a regular upload schedule.
- Update FHO's website regularly to ensure accurate information and news posts are provided to members.
- Monitoring of the FHO information email account.
- Other administrated duties as assigned.

The Ideal Candidate:

- MUST be a returning student in September 2020 (proof of registration required).
- Has social media management experience.
- Has experience creating digital content.
- Is highly organized and adaptable.
- Must be a resident of Ontario during the period of employment.
- Must be eligible to work in Canada and have a Social Insurance Number.

Submission of Applications:

The deadline for applications is **Friday, June 19, 2020 by 12 noon – NO EXCEPTION.** Interested candidates are asked to forward a three references, resume and cover letter detailing their suitability for the position by email to Kaitlyn Green, Administrative and Events Coordinator at **events@fieldhockeyontario.com**. Please include Social Media and Marketing Assistant in the subject line.

Interviews will take place on Tuesday, June 23rd, Wednesday, June 24th or Thursday, June 25th via zoom. Ideal start date will be Wednesday, July 1st, 2020.

We thank all applicants for their interest and will contact only those candidates whose skills and experience best match the requirements of the position. All applications will be treated in strict confidence. FHO is an equal opportunity employer.