

Communication & Event Coordinator

Job Description

- Update Club website and Club Social Media
- Submit information to club News letter
- Learn club registration systems
- Help organize new and existing club events (Such as fund raisers, tournaments, etc.)
- Participate in club activities such as (Finals Days, Banquet, JDP Bar-B-Que, JDP Festivals, Club Tournament. etc.)
- Able to travel to club approved event & tournament
- Coordinate with vendors, exhibitors and stakeholders during event planning
- Support with event setup, tear-down and follow-ups
- Establish standardized event procedures and train volunteer staff into properly executing them
- *** Research and submit club grant applications ***

Qualifications, Knowledge and Skills Required

- Degree or currently enrolled in business management, hospitality management, marketing or related areas
- Photography and/or Marketing experience an asset but not necessary
- Ability to work independently or as part of a team
- Proficient in Microsoft Office including MS Word, Excel and PowerPoint
- Capable of working with internal and external teams and partners
- Proficient with social media applications such as (Facebook, Twitter and Instagram)
- Passionate about soccer (Previous playing experience is an asset)
- Valid Driver license with access to a vehicle
- Ability to learn new database systems. i.e. SportSavvy, Sport Engine and OSA-E2E system
- Knowledge of and experience working in a volunteer organization
- Effective verbal and communication skills
- Effective organizational and time management skills

*Proposed Work Schedule

- Evenings Tuesday – Friday (approx. 2pm-7pm)
- Saturday (10am-2pm)

*Proposed Compensation

- Hourly - Part-Time (minimum 24hrs/wk. with possibility of OT)

Please submit resume to executivedirector@miltonmagic.com by March 25th, 2019