

Employment Opportunity

Position: Coordinator, Digital Content

Term: Three-month contract – with an opportunity to extend

Remuneration: \$25/hour

Hours: 17.5 hours/week*

**Some evening and weekend work may be required as discussed*

Location: Hybrid/Athletics Alberta office (Expo Centre - 7515 118 Ave NW, Edmonton, AB T5B 0J2)

Anticipated Start Date: January 2026 (negotiable)

Overview

Athletics Alberta is looking for a highly motivated and skilled individual to join our team in the position of Coordinator, Digital Content. The successful candidate will bring strong creative coordination skills with a service mindset. The candidate will provide support for the communications strategy of Athletics Alberta with a specific emphasis on general membership information, membership engagement, brand awareness, association story telling, event awareness and profile development. Significant duties will include supporting membership communication – including coordinating content creation for member communications across all online platforms, newsletters and website content.

Responsibilities and Duties include but are not limited to:

- **Communications Coordination:**
 - Coordinate content creation – including a content schedule, development and execution of a communication strategy that will support the operations of Athletics Alberta – in support of all Athletics Alberta properties.
- **Communication:**
 - Serve as a primary contact for Athletics Alberta properties. Including social platforms, newsletter, email, and website.
 - Support relationship building with all stakeholders, including the athletics community, sponsors, partners and media.
 - Utilize social media and/or capture images, from programs and events, for content creation and the promotion of all Athletics Alberta properties.
- **Reporting:**
 - Work with the Executive Director to highlight key achievements, challenges, and recommendations for ongoing support and development of communication coordination.
- **Collaboration:**
 - Collaborate with other team members and stakeholders to ensure alignment of communication strategy and activities with broader organizational goals and objectives.
- **Continuous Improvement:**
 - Identify opportunities for innovation and improvement, incorporating feedback from participants, volunteers, and other stakeholders to enhance overall effectiveness and impact.
- **Additional Duties:**
 - Perform other duties, from time-to-time, as reasonably required by the association and agreed to by the Executive Director to support the operations of the association.

Key Skills and Qualifications

- 2-3 years work experience within a not-for-profit sport or school role would be an asset.
- Knowledge of sport and event coordination is an asset.
- Excellent written and verbal communication skills; experience creating content for newsletters, websites, and social media; ability to develop awareness campaigns and engage stakeholders – story telling mindset.
- Technologically adaptable, with a strong aptitude for learning new software applications.
- Self-starter, critical thinker, ability to develop personal objectives and work without supervision.
- Highly organized, detail-oriented, proactive, and adaptable; strong interpersonal skills and a passion for sport development and community engagement.
- Proficiency in MS Office 365 and related applications is an asset.
- Ability to adapt quickly, meet tight deadlines and handle frequent interruptions.
- Physical ability to lift and move event equipment up to 40lbs.
- Valid driver's license and reliable transportation required.
- Provide a satisfactory up-to-date Enhanced Criminal Records Check.

Application Deadline: Applications will be reviewed on an ongoing basis; the position will remain open until a suitable candidate is found.

How to Apply:

Please submit your resume and brief cover letter outlining your experience

Email: executivedirector@athleticsalberta.com

Subject: **Digital Content Coordinator – YOUR NAME**

Athletics Alberta is committed to employment equity and welcomes applications from members of equity-deserving groups. We thank all applicants for their interest; only those selected for an interview will be contacted.

Land Acknowledgement

Athletics Alberta acknowledges that we run, jump, throw, and wheel within the province of Alberta that is located on Treaty 4, Treaty 6, Treaty 7, Treaty 8 and Treaty 10 territories, and respects the histories, languages, and cultures of the First Nations, the Metis, the Inuit, and all of the First Peoples of Canada who share a history and a deep connection with this land, whose footsteps have marked these lands for centuries and whose presence continues to enrich our vibrant community.

About Athletics Alberta...

Athletics Alberta is the provincial governing body for track and field, cross country and road running. As a branch member of Athletics Canada, Athletics Alberta is made up of individual members, member clubs and affiliated organizations. The purpose of the Association is to promote, encourage and develop the widest participation and the highest proficiency in the sport of Athletics.

Founded in 1969, Athletics Alberta is committed to providing a safe environment and fair competition for all our participating members.