



Job Title:	Communications and Programs Coordinator
Term:	Full-Time
Reports to:	Technical Director
Direct Reports:	N/A
Current Version:	May 2023

**Job Summary:**

The Communications and Programs Coordinator at Ontario Artistic Swimming will work with the executive staff to coordinate the day to day activities of digital communications and program initiatives. Responsibilities will include updating and creating content for all OAS social media platforms, graphic design, tracking and reporting related analytics and assisting with internal and external communication related to programs delivery, planning and executing the implementation of community programming for AquaGO! and tracking sport development program logistics.

**Term:** This is a full-time employment position.

**Work Environment:** Ontario Artistic Swimming has a hybrid work environment with an office in Etobicoke with a minimum of two days per week in the office. Ability to work occasional evenings and weekends will be expected as needed in our sport organization. Travel will be required to fulfill the responsibilities of the role in developing community programming.

**Reporting:** This position reports to the Technical Director, and collaborates with other staff as needed to meet deliverables.

**Compensation:** \$39,000-\$43,000, commensurate with qualifications and experience.

**Core Competencies:** Knowledge of community sport environments, strong communication and interpersonal skills, strong multi-tasking capability, initiative, attention to detail.

**Job Responsibilities** include, but are not limited to:

- Work closely with OAS staff, contractors and pre-defined club members or community prospects in a variety of capacities, establishing clear communications and coordination of updates, including to the OAS corporate website and social media platforms
- Coordinate with OAS staff and Marketing Committee team to enhance current use of the OAS social media platforms and website to maximize exposure to assigned programs activities
- Assist in data analysis and coordinate assigned tasks as defined
- Coordinate marketing and social media content creation related to Ontario Artistic Swimming programs, events and initiatives
- Create and publish OAS and artistic swimming related content on social media platforms and provide backup for the website as directed
- Ensure that the brand standards of Canada Artistic Swimming and Ontario Artistic Swimming are accurately reflected in marketing and communications activities by our Member Clubs, partners and suppliers
- Monitor social channels and respond to feedback, questions, and concerns
- Conduct monthly social media reporting to assist in the development and updating of OAS communications strategies
- Liaise with community stakeholders to promote and implement AquaGO! Community program in communities across the province
- Coordinate AquaGO! Community Instructor certification with municipalities



- Be the main point of contact for inquiries related to the AquaGO! Community programming
- Search for funding opportunities to support Ontario Artistic Swimming programs and initiatives at the grassroots level, and assist in preparing applications for funding
- Assist with communication to program partners and participants
- Assist in identifying and developing opportunities to grow the sport of artistic swimming in Ontario
- Attend staff meetings as requested
- Execute other duties related to the nature of the position, as determined by the Technical Director

**Qualifications:**

- Post-secondary degree in a related field such as marketing, communications, or sport management
- 2-3 years relevant experience
- Hands-on experience using social media for business purposes
- Exceptional spelling, grammar, and short-form writing skills
- Excellent oral and written communication skills
- Strong organization skills with high attention to detail
- Ability to work effectively both individually and with a team
- Proficient in graphic and social media content design tools (e.g. Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Canva)
- Proficient in social media management and analytics tools (e.g. Sprout Social, Google Analytics)
- Proficient in MS Office and G-Suite
- Have a valid driver license and access to a vehicle
- Be familiar with and abide by all Ontario Artistic Swimming policies
- Current, clean Police Information Check in accordance with OAS Policy.

**Assets:**

- Background in/passion for community programs, especially sport
- Experience in artistic swimming a strong asset
- Working knowledge of Wordpress and/or other web design software
- NCCP certification in artistic swimming an asset, core NCCP LF training a strong asset
- Experience with grant writing