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Careers

Coordinator, Media & Public Relations - Golf Canada

Post date: Oct. 10, 2014

Application Deadline: Oct. 22, 2014

Start Date: Nov. 3, 2014

OPPORTUNITY:

Coordinator, Media & Public Relations
Report to: Manager, Corporate
Communications & Social Media

FULL TIME POSITION:

Start Date: Week of November 3rd

APPLICATIONS:

Golf Canada - Human Resources
Coordinator, Media & Public Relations
1333 Dorval Drive, Suite 1
Oakville, ON L6M 4X7

Email: resumes@golfcanada.ca
(<mailto:resumes@golfcanada.ca>)

Visit: www.golfcanada.ca
(<http://www.golfcanada.ca>)

DESCRIPTION:

Golf Canada, the National Sport Organization for golf in Canada, is seeking a full-time Coordinator, Media & Public Relations to support the association's communications, media and public relations initiatives.

RESPONSIBILITIES:

Contact Details

Contact Name: Human Resources

Location: Oakville

Address:

1333 Dorval Drive

Oakville, ON L6M 4X7

Canada

Contact Phone:

Contact Fax:

Web Address: <http://www.golfcanada.ca>

(<http://www.golfcanada.ca>)

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Job

Application -

Coordinator,

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Coordinator,

Media &

Public

Relations

Reporting to the Manager of Corporate Communications & Social Media, the position will support Golf Canada's communication initiatives by:

- Assisting with communications, media and public relations activities (i.e. press releases; writing & editing articles; backgrounders & media fact sheets; editorial for print & online; news conferences & special events)
- Managing media & public relations activities for Golf Canada's national amateur golf championships
- Providing communications support for Canada's national amateur golf team (Team Canada)
- Providing communications support for Golf Canada's professional championships - RBC Canadian Open (PGA TOUR) & Canadian Pacific Women's Open (LPGA Tour)
- Developing media pitches to promote Golf Canada programs & services as well as profiling athletes, staff, volunteers or other golf industry stakeholders
- Fostering relationships with Canadian media (national/local/golf/sport/non-sport)
- Assisting with social media activities
- Providing editorial & proof reading support to Golf Canada departments
- Providing editorial support to Golf Canada online properties
- Other communications activities as required

QUALIFICATIONS:

- Post secondary education at the university or college level in Communications, Media Relations, Journalism, Public Relations or a directly related area.
- Proficient in all areas of corporate communications including strong verbal and written communications; organizational skills; computer skills including all MS Office programs; experience in desktop publishing & multimedia; and social media savvy.
- Strong interviewing skills and a basic knowledge of video editing software is essential.
- The successful candidate will demonstrate a

Position found
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willingness to take on tasks at all levels; an eagerness to learn; a commitment to communications excellence; and the ability to work independently and as part of a team.

- Experience in a marketing/communications environment or in a sports environment as well as in dealing with the media and the public is considered an asset.
- Golf knowledge is considered an asset.
- Bilingualism (English/French) is considered a strong asset.

Golf Canada will interview up to five (5) candidates. Applicants are asked to forward cover letter and resume, by e-mail or mail to the above contact by 5:00 pm on **Wednesday, October 22, 2014**. Golf Canada thanks all applicants for their interest but will contact only those who will be invited for an interview.

Type of Position: Full Time

Employment Type: Employee

Salary Range:

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