



Communications Coordinator

Curling Canada is a National Sport Organization (NSO) and the leading expert and growth engine for Curling Excellence in Canada. Our exclusive purpose and function are to promote amateur athletics in the form of curling in Canada, on a nation-wide basis. We manage high performance programs (i.e., Team Canada,) select and manage national teams, and we have the exclusive right to name teams to World Competitions and Canadian Olympic organizations. We focus on serving our members (the Provincial, Territorial or Regional Curling Associations) and all of their associated clubs and curlers throughout Canada, with a plethora of services and resources from governance to marketing, to finance, data, and technology.

Reporting directly to the Director, Communication & Media Relations, the Communications Coordinator will play a key role in telling the story of Canadian curlers and Curling Canada's championship events and strategic initiatives.

A significant component of the position will be working directly with the Canadian wheelchair curling program, managing communications for our national team and working directly with those athletes and coaches as they prepare for international competition.

Please Note: This position will require periodic travel throughout the curling season, from September to April, as well as the understanding that much of the work during curling season can take place outside of standard business hours.

Duties & Accountabilities:

- Collaborates with the Communications team to develop content for various social media platforms to engage new audiences
- Occasionally supports writing and editing publications as determined by the Director of Communications
- Develops draw reports and media releases in a timely and accurate manner, ensuring event websites are updated accordingly
- Supports Curling Canada Communications team on public-facing feature material (website, social media, news releases)
- Works alongside the Canadian Wheelchair National Team to develop and execute upon communications plans, media training, and storytelling
- Monitors progress in accordance with a series of key success indicators
- Manages media relations and support the delivery of the Wheelchair program's social media strategy
- Provides media coverage of the 2025 World Wheelchair/Mixed Doubles Curling Championships
- Provides media coverage for the 2025 National Wheelchair Curling Championship



- Works on-site at championship events, writing and distributing news releases, helping with media requests, creating social media content
- Other duties as assigned by the Director, Communication & Media Relations or other designated individual

Role Requirements:

- Excellent interpersonal, written, and oral communication skills
- Knowledge of Canadian Press writing style/guidelines for public-facing communication (eg. news releases, website event reports)
- High attention to detail, with a demonstrated ability to managing competing priorities
- Comfortable working independently with minimal supervision in a fast-paced environment
- Actively contributes to a positive and cohesive working culture
- Bilingualism (French and English) is a definite asset!
- This role is open to all individuals who are legally entitled to work in Canada.
- Ability to travel periodically (nationally and internationally; current passport will be needed) throughout the events season (September to April)
- Strong knowledge of social media platforms (including, but not limited to, Facebook, X, Instagram, TikTok and YouTube)
- Video editing ability (with a heavy importance on ability to edit videos in TikTok and Instagram)
- Able to identify social media trends and relate them to curling
- Knowledge of WordPress an asset

What We Offer:

The starting salary for this position is \$50,000. Curling Canada offers competitive health and dental benefits, three weeks paid vacation, as well as an Employer RRSP Contribution Program. The incumbent will be provided with a laptop and any other equipment required.

To apply, please send your cover letter and resume to careers@curling.ca with the subject line Communications Coordinator_Name before 5PM EST Friday, November 29th.

Ideally, we are looking for candidates who want a long-term role and who displays a strong work ethic, initiative, excitement, and who thrives in a fast-paced, teamwork environment. The candidate is committed to uphold the purpose, mission, and values of the organization.

Come as you are. You are welcome here! Curling Canada is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. Therefore,

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we invite applications from all walks of life, including marginalized and equity-seeking groups (i.e. members of Black, Indigenous, and People of Colour (BIPOC) communities).

Curling Canada is compliant with the AODA – Access Ontario Disabilities Act. For access to our policy [click here](#). For feedback on our accessibility please email accessibility@curling.ca.

Developed on: November 9, 2024

Developed by: Emily Kaldis, Manager HR / Corporate Services & Al Cameron, Director Communications / Media Relations

