

Ontario Fencing Association

Job Posting: Marketing and Communications Consultant

Reporting to: The Board of Directors

Position Type: Contract

Salary Range: \$25 per hour

Job Location: Virtual. However, Preferably in the Greater Toronto Area

Application Deadline: 10 December 2021

Application Instructions: A resume and cover letter must be submitted in PDF format to secretary@fencingontario.ca

The Ontario Fencing Association is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The Ontario Fencing Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

About the Ontario Fencing Association

The Ontario Fencing Association is the Provincial governing body for fencing and as such is mandated by the Government of Ontario through the Ministry of Heritage, Sport, Tourism and Culture Industries, to represent all aspects of the Sport of Fencing in Ontario.

Job Summary

The Marketing and Communications Consultant will provide leadership to the marketing and communications portfolio of the Ontario Fencing Association (OFA). This will include managing and developing social media channels, website and general communication initiatives. The Marketing and Communication Consultant will ensure programs and initiatives are executed in a manner consistent with the mission, strategy and operating plans of the OFA. This position reports to the Board of Directors.

Duties and Responsibilities

Communications

- Responsible for managing and responding to day to day communications of the organization
- Ensure Federal, Provincial or other regulatory information is communicated to members
- Provide communication support to OFA Board and committees as needed
- Create and distribute general OFA communications
- Supports OFA Board of Directors on activities and initiatives as assigned
- Supports administration and logistics of OFA independent contractors
- Prepared Monthly Report of activity for the Board of Directors.

Event Support (Tournaments, Ontario Winter Games, Ontario Provincial Championships, etc)

- Provide event support through marketing initiatives for OFA sanctioned events, tournaments, training camps, etc. as required
- Create event social media content
- Provide post event report as required

Social Media

- Promote fencing through all social media channels
- Grow and develop social media portfolio through the content creation
- Address user issues as required

Website Management

- Update and maintain the website as required
- Optimize search capabilities to ensure OFA is a priority search response
- Address and user issues as required

Supporting Clubs

- Assist clubs in membership and registration process, when required.

Other

- Knowledge and adherence to OFA Policies and Procedures
- Miscellaneous projects as assigned

Experience Required

- Post-secondary education in a related field is an asset
- 1-3 years experience in web development, social media management/content creation
- 1-3 years experience in marketing and communications
- Knowledge of Wordpress or similar web development tool at an advanced level is preferred
- General understanding of sport fencing, rules, regulations, etc. is an asset.

Required Competencies

- Strong communication skills, both verbal and written
- Excellent organizational and time management skills
- Excellent relationship building skills
- Excellent communication skills, reading, writing in English. Basic understanding of French or additional languages is an asset

Compensation

- This is an independent contractor position
- This position is based on an average of 10 hours per week, unless prior approval to exceed hours is approved by the OFA Board.
- Expenses are covered as per OFA expense policy, with prior approval from the board

Working Conditions

The Marketing & Communications Consultant will require their own administrative space, with stable high-speed internet. They will be a relationship builder with a large and diverse group of member clubs, athletes, coaches, training centers, and administrators, and thus will need to devote consistent effort to effective communication. Travel and ability to work occasional evenings and weekends are requirements.

Application Instructions

Applicants must be fluent in English, additional languages are an asset. Applicants must submit a resume and cover letter in PDF format to secretary@fencingontario.ca by 10 December 2021.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory Criminal Records Check with Vulnerable Sector Check (original document) completed in the last 3 months.