



## JOB DESCRIPTION

Title: Social Media Coordinator

Reports to: Executive Director

Location: Remote

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### JOB SUMMARY

The Social Media Coordinator is a one-year part-time (approximately 4 hours per week) contract position beginning in April 2021, made possible with funding provided by Sport Canada. The Social Media Coordinator serves as the social media expert for the Canadian Fencing Federation (CFF).

Reporting to the Executive Director, and working with the High Performance Director, and Gender Equity Coordinator, the Social Media Coordinator is responsible for developing an overall social media plan as well as a specific campaign to focus on women in fencing.

### RESPONSIBILITIES

- Provide a minimum of one social media post per week on all of the CFF's current social media platforms (Facebook, Instagram and Twitter) highlighting women and girls in fencing.
- Provide a minimum of one general social media post per week on all of the CFF's current social media platforms (Facebook, Instagram and Twitter), with an increase prior to and during the Olympics.
- When Canadian athletes are competing internationally, provide a minimum of one social media post per competition per day.
- During CFF-hosted national competitions, provide a minimum of one social media post per day of competition.
- Act as a professional advisor to the ED on all social media issues.

## QUALIFICATIONS/EXPERIENCE

- Demonstrated experience using various social media platforms including, but not limited to, Facebook, Instagram and Twitter
- Knowledge of the sport of fencing and familiarity with the Canadian fencing community
- Ability to work independently with minimal supervision
- Strong writing and presentation skills
- Familiarity with graphics software such as Photoshop would be an asset
- Bilingualism is an asset

The Canadian Fencing Federation is committed to upholding the values of equity, diversity, and inclusion in our work environment. We actively encourage applications from persons who identify as women, Indigenous peoples, persons with disabilities, LGBTQ2S+ individuals, and members of visible minorities. Self-identification by candidates is completely voluntary.

To apply, send resumé and covering letter to [ed@fencing.ca](mailto:ed@fencing.ca) by no later than April 9, 2021.

*Funding for this position is made possible through the support of Canadian Heritage and Sport Canada.*



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