Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
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Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Sports Information,Social Media&Home Event Officer/Officier.ère-Information Sportive&MédiasSociaux

Job ID	**99-CD-6A-9C-07-79**	
Web Address		
https://careers.indigenous.link/viewjob?jobname=99-CD-6A-9C-07-79		
Company	Bishop's University	
Location	Sherbrooke, Quebec	
Date Posted	From: 2021-09-20	To: 2022-03-19
Job	Type: Full-time	Category: Sports and Recreation
Job Salary	21.41$ To/Ã 27.96$ Per Hour/de Lâ€™heure (APBU â€“ Unionized Position/ Poste SyndiquÃ©)	
Languages	English And French / FranÃ§ais Et En Anglais	

Description

Posting 21-35 (Regular full time position)

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishopâ€™s University is seeking a Sports Information, Social Media & Home Event Officer for a regular full-time position. Reporting to the Manager of Athletics and with guidance from the Sports Information & Sponsorship Coordinator, the Sports Information Social Media & Home Event Officer will work directly with the Athletic Department in the promotion of the 10 Gaiter varsity teams. The incumbent will oversee and maintain the athletic departmentâ€™s strategy and presence on social media, support other communication initiatives, adhere to league requirements, and help coordinate and execute home events. The athletic department promotes growth and encourages creativity. This position has a work week of 32.5 hours from Monday to Friday with evenings and weekends required.

Nature of Duties & Responsibilities:

-Create and manage team rosters;

--Support in management of gaiters.ca;

Assist with growing Sports Studies department relationships, including internships;

-Work and mentor a team of interns who will support various roles in the athletic department;

-Oversee all department social media accounts, including individual team accounts;

-Create a communication plan for all department social media accounts;

-Support and advise on the creation of any new social media accounts;

-Analyze and present reports on various social media campaigns;

-Support the respect and promotion of the Bishopâ€™s Gaiters brand;

-Have regular communication with all 10 varsity head coaches;

-Suggest and execute stories promoting Gaiter student-athletes;

-Support and/or produce any media guides and all other information for National Championships,

conference major award winners and all-stars;
-Create Game-Day coverage plans;
-Understand and manage all home game requirements from U SPORTS/AUS/RSEQ/CUFLA;
-Create, support and execute all home varsity games;
-Lead Athlete of the Week Portfolio;
-Act as the department representative on RSEQ CSU and CanSIDA Committees;
-Lead Women in Sport Events;
-Support other major department events including but not limited to: Gaiter Classic, Athletic Banquet, Wall of -Distinction, etc. ;
-Stay on top of industry trends;
-Other tasks as assigned.

AFFICHAGE 21-35 (rÃ©gulier Ã temps plein)
Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.
Lâ€™UniversitÃ© Bishopâ€™s recherche un Officier. Ãˆre â€“ Information Sportive, MÃ©dias Sociaux Et Ã‰vÃ©nements pour un poste rÃ©gulier Ã temps plein. Relevant du ou de la Gestionnaire des sports et avec les conseils du ou de la Coordonnateur.trice â€“ Information sportive et commandites, le titulaire du poste travaillera directement avec le dÃ©partement dâ€™athlÃ©tisme dans la promotion des 10 Ã©quipes sportives interuniversitaires des Gaiters.
Lâ€™Officier.Ã¨re â€“ Information sportive, mÃ©dias sociaux et Ã©vÃ©nements veillera au maintien de la stratÃ©gie et de la prÃ©sence du dÃ©partement sur les mÃ©dias sociaux, supportera des initiatives de communication, adhÃ©rera aux exigences de la ligue et aidera Ã coordonner et exÃ©cuter les Ã©vÃ©nements Ã domicile. Le dÃ©partement favorise la croissance et encourage la crÃ©ativitÃ©. La semaine de travail est de 32.5 heures, du lundi au vendredi avec des soirÃ©es et fins de semaine.
Nature des tÃ¢ches:
-CrÃ©er et gÃ©rer les listes dâ€™Ã©quipes ;
-Supporte la gestion du site gaiters.ca;
-Aide Ã dÃ©velopper les relations du dÃ©partement dâ€™Ã©tudes sportives, y compris les stages ;
-Travailler et encadrer une Ã©quipe de stagiaires qui supporteront divers rÃ´les dans le dÃ©partement dâ€™athlÃ©tisme ;
-Superviser tous les comptes de mÃ©dias sociaux du dÃ©partement, y compris les comptes individuels des diffÃ©rentes Ã©quipes ;
-CrÃ©er un plan de communication pour tous les comptes de mÃ©dias sociaux du dÃ©partement ;
-Soutenir et conseiller sur la crÃ©ation de tout nouveau compte de mÃ©dias sociaux ;
-Analyser et prÃ©senter des rapports sur diverses campagnes de mÃ©dias sociaux ;
-Supporter et promouvoir le respect de la marque Bishopâ€™s Gaiters ;
-Communiquer rÃ©guliÃ¨rement avec les entraineur.euse.s chefs des 10 Ã©quipes sportives interuniversitaire de lâ€™UniversitÃ© ;
-SuggÃ©rer et dÃ©velopper des histoires faisant la promotions des Ã©tudiant.e.s athÃ¨ltes Gaiters ;

-Supporter et/ou produire des guides mÃ©diatiques et toute autre information pour les Championnats Nationaux, les laurÃ©ats et la confÃ©rence des Ã©toiles ;
-CrÃ©er des plans de couverture de Jour-du-Match;
-Comprendre et gÃ©rer toutes les exigences requises par U SPORTS/AUS/RSEQ/CUFLA pour les matchs Ã domicile;
-CrÃ©er, supporter et executer tous les Ã©vÃ©nements interuniversitaires Ã domicile ;
-Diriger le portfolio de lâ€™athlÃ¨te de la semaine ;
-Agir Ã titre de reprÃ©sentant.e du dÃ©partement sur les comitÃ©s RSEQ CSU et CanSIDA ;
-Diriger les Ã©vÃ©nements sportifs fÃ©minins ;
-Supporter dâ€™autres Ã©vÃ©nements majeurs du dÃ©partement, y compris, mais non limitÃ© Ã : Gaiter Classic, Athletic Banquet, Wall of Distinction, etc. ;
-Ãštre Ã jour en matiÃ¨re des tendances de lâ€™industrie ;
-Effectuer toutes autres tÃ¢ches connexes au besoin.

Experience
1-3 years of relevant experience in an interuniversity setting/1-3 ans dâ€™expÃ©rience pertinente dans un milieu interuniversitaire
Education Requirements
College Diploma in a related field / DiplÃ´me collÃ©giale dans un domaine pertinent
Essential Skills
-Able to adapt to a fast paced, dynamic work environment;
-Strong sense of initiative and focus on creativity and continuous improvement;
-Communicate effectively in English and French both oral and written;
-Ability to work independently and as part of a team, and be comfortable speaking in front of a group;
-Available for a flexible schedule including days, evenings and weekends;
-Some travel will be required;
-Extensive knowledge of social media specifically, but not limited to, Twitter, Facebook, Instagram and YouTube;
-Knowledge of Microsoft Office programs;
-Knowledge of Adobe Design Suite is an asset.

-CapacitÃ© Ã sâ€™adapter dans un environnement de travail dynamique au rythme rapide ;
-Fort sens de lâ€™initiative misant sur la crÃ©ativitÃ© et lâ€™amÃ©lioration continue ;
-Excellentes aptitudes en communication en franÃ§ais et en anglais, Ã lâ€™oral comme Ã lâ€™Ã©crit ;
-CapacitÃ© Ã travailler de maniÃ¨re autonome et en Ã©quipe et Ã lâ€™aise pour parler devant un groupe ;
-DisponibilitÃ© pour travailler un horaire flexible incluant des jours, soirs et fins de semaines ;
-Certains dÃ©placements seront nÃ©cessaires ;
-Une connaissance approfondie des mÃ©dias sociaux, y compris mais non limitÃ© Ã Twitter, Facebook, et YouTube ;
-Connaissance des outils et programmes de la Suite Microsoft Office ;
-Connaissance de la Suite Adobe Design et un atout.

Other

Bishopâ€™s University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and welcomes applicants who are committed to upholding the values of equity, diversity, and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons with disabilities, women and LGBTQ2+.

Lâ€™UniversitÃ© Bishopâ€™s applique un programme dâ€™AccÃ¨s Ã lâ€™Ã©galitÃ© en emploi issu de la Loi sur lâ€™AccÃ¨s Ã lâ€™Ã©galitÃ© en emplois des organismes publics et accueille les candidats qui sâ€™engagent Ã respecter les valeurs dâ€™Ã©quitÃ©, de diversitÃ© et dâ€™inclusion et qui nous aideront Ã accroitre notre capacitÃ© en matiÃ¨re de diversitÃ© et dâ€™inclusion. Nous encourageons les candidatures de membres de groupes historiquement dÃ©favorisÃ©s et marginalisÃ©s, notamment les peuples autochtones, les membres des minoritÃ©s visibles et ethniques, les personnes handicapÃ©es, les femmes et les personnes LGBTQ2+.

How to Apply

Click "Apply Now"

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by September 28, 2021 before 4:00 pm to careers@ubishops.ca.

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicantâ€™s accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca

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S.V.P. faire parvenir votre curriculum vitae ainsi quâ€™une lettre de prÃ©sentation, en indiquant pour quel poste vous appliquez dâ€™ici le 28 septembre 2021, 16 :00 Ã careers@ubishops.ca

Tel que prÃ©vu Ã la Convention Collective, prioritÃ© sera accordÃ©e Ã un candidat interne qualifiÃ©. Veuillez noter que seules les personnes retenues pour une entrevue seront contactÃ©es, et que des tests de sÃ©lection peuvent Ãªtre administrÃ©s ; merci pour lâ€™intÃ©rÃªt manifestÃ©.

Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapÃ©es afin de rÃ©pondre aux besoins en prÃ©venant et en Ã©liminant les obstacles Ã lâ€™accessibilitÃ©. Si vous nÃ©cessitez de mesures dâ€™adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca