

## **Job Description**

### **Communications Coordinator, Hamilton Ultimate Club**

Job Title: Communications Coordinator

Organization Type: Not-for-Profit

Reports to: Vice President

Time Commitment: Part-time / Volunteer

Location: Hybrid, Hamilton ON

#### **Position Summary:**

The Communications Coordinator leads the organization's communication efforts by managing and developing creative, engaging strategies to connect with the Ultimate community. This role collaborates closely with the Social Media Liaisons, Website Coordinator, General Manager, Events Coordinator and Board of Directors (BOD) to ensure alignment across teams. The Communications coordinator is responsible for ensuring content is aligned with organizational goals, facilitates committee operations, and oversees the creation of reports and presentations for board meetings and the AGM.

#### **Key Responsibilities:**

##### **Committee Leadership & Coordination**

- Lead and facilitate the Communications Committee.
- Schedule and chair committee meetings, set agendas, and follow up on assigned tasks.
- Foster collaboration among committee members and set annual goals to guide initiatives.
- Ensure continuity of discussions and momentum throughout the year.
- Creative Strategy & Content Development
- Brainstorm and develop engaging communication strategies, campaigns, and content ideas.
- Guide the creation of social media posts, newsletters, event promotions, and league announcements (in collaboration with volunteers or staff, where applicable).
- Ensure tone and messaging align with the values and culture of the Ultimate community.

##### **Liaison with the Board of Directors**

- Serve as the communications point of contact between the committee and the BOD.
- Provide insights, propose initiatives, and make resource or content requests as needed.
- Attend BOD meetings as requested to share updates or present initiatives.
- Reporting & Documentation

- Prepare and deliver updates and presentations for the Annual General Meeting (AGM), as well as periodic BOD updates.
- Track progress on committee initiatives and evaluate success of communication efforts.

Qualifications:

- Strong communication, writing, and project coordination skills.
- Experience with social media platforms, email campaigns, or content creation is an asset.
- Ability to lead a team and foster collaboration.
- Familiarity with the Ultimate Frisbee community, values, and culture preferred.
- Organized and self-motivated with attention to detail.

Additional Information:

- This is a volunteer role and may involve occasional evening or weekend meetings.
- Tools used may include Google Workspace, Discord, Canva, Mailchimp, social media platforms, and other digital tools.

Interested applicants can send their resume and letter of interest to:

Steph Hall [vicepresident@hamiltonultimate.com](mailto:vicepresident@hamiltonultimate.com)