



Career Opportunity – 12-month FT position

Games Services & Communications Lead

The Saskatchewan Games Council Inc. (SGC) is a nonprofit organization that works in collaboration with a variety of partners to support inclusive development opportunities for athletes, coaches, officials, volunteers, and communities through multi-sport games. The SGC believes that multi-sport games are an essential pathway to sport excellence and create provincial pride, lasting legacies, and exceptional experiences.

We are seeking a highly motivated and energetic person to fill a 12-month maternity leave position on our staff team. If you have a true passion for sport, have experience working with events and volunteers, and hold proven abilities to lead our marketing and communications priorities, then we want you to consider joining our team!

Key responsibilities:

- Planning and executing the marketing and communications strategies of the SGC
- Providing consultative services, training, and support to volunteers, staff, and stakeholders involved in hosting the 2022 Saskatchewan Winter Games in Regina, SK, including working directly with various planning committees in the lead-up to the Games
- Managing the communications and media requirements for Team Sask before, during, and after the 2022 Canada Summer Games in Niagara, ON, including onsite as Communications Lead
- Leading projects related to the 50th anniversary of the Saskatchewan Games program in 2022
- Assisting or leading a variety of SGC administrative and support services as required

Core competencies and skill requirements:

- Gold medal people skills with the ability to effectively maintain and develop partnerships and collaborative relationships with key stakeholders and volunteers
- Strong written and oral communication skills, with the ability to craft messaging for a variety of audiences and platforms
- Proven experience with digital marketing, including social media management and digital content development
- Proficiency and experience working with G Suite/Google Workspace tools

- Proficiency with a variety of software applications (skills in graphic design tools such as Adobe Creative Suite are a strong asset)
- Experience working with the media and proven media relations skills
- Experience with event planning and execution
- An understanding and embrace of the value of diversity, inclusion, and equity
- Detail-orientated, innovative, adaptable, and resourceful
- Internally motivated with the capacity to work independently
- Experience working with and understanding the value of volunteers
- Experience working in or a solid understanding of the not-for-profit environment and knowledge of the amateur sport system in Saskatchewan is an asset

Education:

- Undergraduate degree or diploma in marketing, communications, public relations, or sport/recreation administration or other post-secondary training directly related to the key responsibilities and core competencies required of this position

This is a full-time, 12-month position filling a maternity leave that reports to the Executive Director. Some travel is required within and outside of the province. Occasional weekend and evening work commitments are required. The successful applicant will be required to attend the 2022 Saskatchewan Winter Games in Regina (February 20-26) and the 2022 Canada Summer Games in Niagara Region of Ontario (August 4-21). Our preference is to have the position work out of our Regina office; however, remote work alternatives may be considered. A comprehensive benefits plan is available. We offer a competitive salary that will be commensurate with the skills and experience of the successful candidate.

At the Saskatchewan Games Council, we believe in diversity, inclusion, and equity and are committed to providing an equitable employment opportunity to all applicants.

Start date: mid-October is preferred to allow for onboarding and training with our existing staff person prior to her leave.

Applications:

Individuals are requested to forward their resumes via email by **Monday, September 13, 2021** to:

Mark Bracken, Executive Director
Saskatchewan Games Council Inc.
280 – 1870 Albert Street
Regina, SK S4P 4B7
email: mbracken@saskgames.ca

Note: only those candidates successful in securing an interview will be contacted.