

COMMUNICATIONS MANAGER

Job Type: Full-time permanent

Commitment: 40 hours per week

Location: Based in Montreal or Ottawa, in-person and remote

Work Hours: Flexible / Regular DPC Office hours are Monday to Friday – 9am to 5pm

DESCRIPTION

Diving Plongeon Canada (DPC) is the national sport governing body for diving and high diving. As a member of FINA, the world's governing body of aquatic sports, DPC contributes to the development of globally accepted standards of excellence in diving and supports the rules and regulations of international competition. We share a national commitment to advance the art and sport of diving and to position Canada as the number one diving nation of the world. We value respect, leadership, courage, innovation and community.

DPC is looking for a creative and energetic individual to fulfill the position of Communications Manager. The Communications Manager is responsible for promoting DPC's mission and overseeing the federation's internal and external communications.

The Communication Manager is also in charge of producing high-quality content that engages our audience and builds brand recognition. This includes identifying media opportunities and developing content for DPC's social media, website, internal publications, news articles and press releases.

The Communications Manager needs to be an excellent communicator with strong organizational skills and have the ability to operate in a dynamic environment.

RESPONSIBILITIES

- Work closely with the COO and Director of Events and Communications to shape the federation's key messages and communications objectives
- Establish DPC's content strategy and recommend new and creative growth strategies
- Stay aware of social media trends and best practices to continually build and maintain DPC's social media presence, while serving as the federation's expert in that area.
- Collaborate with the marketing team to create communication strategies that will leverage the visibility of the national team, new programs, new products and events.
- Manage relationships with freelancers (videographers, graphic designers, writers and translators) and supervise outsourced projects to ensure all is delivered on schedule and to DPC's specifications.
- Respond to communication-related issues in a timely manner
- Maintain and update DPC's website and digital asset archives

- Oversee media relations for the organization
- Serve as diving's media attaché at various national and international events.

REQUIREMENTS

- Bachelor's degree in communications, journalism, public relations or relevant field.
- Excellent written and verbal communication skills in both official languages (English and French)
- A minimum of 5 years' experience in a similar role.
- Ability to work in Canva, WordPress, and Microsoft Teams
- Knowledge of Photoshop, Illustrator, InDesign or any other design/communications software would be an asset
- Proven experience creating targeted content is advantageous.
- Understanding of digital marketing, SEO, and interpreting analytics
- Be self-motivated with the ability to work independently or as a part of a team
- Knowledge of the Canadian sport system
- Have a high degree of creativity
- Must be able to work well under pressure
- Flexibility to travel to competitions/events 4-6 weeks per year

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For a full job description, please see the link below. Salary is commensurate with experience and qualifications.

[See attached job description](#)

To apply, please submit resume and cover letter by Friday November 4, 2022 to DPC's Chief Operating Officer, Penny Joyce (penny@diving.ca).

Applications should have "Communications Manager" in the subject line.