



## **EMPLOYMENT OPPORTUNITY**

**Job Title:** Communications & Marketing Coordinator  
**Reports to:** Executive Director/CEO  
**Status:** Full Time (ranging 30 to 37.5 hours per week)

### **Job Summary:**

Working closely with all team members to develop and manage all aspects of the Golf Saskatchewan (Golf SK) marketing and communications including but not limited to, marketing plans for membership growth and engagement, covering championships, sport development events, social media, website, digital magazine, print and other related duties.

### **Responsibilities & Duties (include but are not limited to):**

- Develop and execute the marketing plan to promote Golf Saskatchewan/Golf Canada membership, member benefits and various other core business assets
- Communicate to membership value through e-revision updates, email blast and more
- Manage and create content for Golf SK website and other digital assets (social media)
  - Including video, graphics, articles and interviews,
  - Social Media sites include; Twitter, Facebook, Instagram, YouTube,
- Design, write articles and layout of Golf SK's ON PAR digital E-Newsletter,
- Promote and cover championships and Sport Development events before, during and after,
- Assist in the fulfillment of sponsorship and partnership obligations
- Assist in the fulfillment of membership sales and delivery
- Serve as staff photographer and videographer

### **Additional Qualifications:**

- Minimum of 3 years of practical experience,
- Preferred area of study or background in journalism and/or communications,
- Creative individual who has golf experience is preferred,
- Experience in graphic design with strong written and verbal communication skills,
- Self-motivated individual who can work under pressure and meet deadlines,
- Ability to multi-task including a strong attention to detail,
- An ability to deliver quality material on time.
- Strong computer knowledge with Microsoft Office, graphic design software, and
- Knowledge of various social media platforms and media relations.

### **Physical Requirements:**

- Extended periods of time both standing and sitting both indoors and outdoors,
- Must have a valid class 5 driver's license in the province of Saskatchewan,
- Must be comfortable in driving and operating association vehicle(s).

### **Other:**

- This position requires work to be completed at various hours including some weekends,
- This position has overnight travel with some extended trips over multiple days.

### **Benefits:**

- Salary and benefits to commensurate with qualifications, education and experience
- Paid vacation and holidays as per Saskatchewan Employment Standards
- Cell phone reimbursement



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### **Application Deadline:**

- Application deadline is Friday March 2, 2018.
- Please forward a detailed resume with three references.
- The position will remain open until filled.
- We thank all those interested, but only those selected for an interview will be contacted.
- *No phone calls please.*

Interested candidates should forward the items listed above to:

Brian Lee, Executive Director  
Golf Saskatchewan  
510 Cynthia Street  
Saskatoon, SK CANADA  
S7L 7K7  
Attention: Marketing and Communications position  
Email: [blee@golfsaskatchewan.org](mailto:blee@golfsaskatchewan.org)

### **About Golf Saskatchewan:**

Golf Saskatchewan (Golf SK) is the governing body of amateur golf in Saskatchewan, representing more than 12,000 members at 120 clubs across the province. Golf SK is governed by a volunteer board of directors comprised of women and men. Golf SK's mission is to provide leadership in driving participation, engagement, capacity, and excellence in our sport. Golf SK conducts a variety of programs and services to serve golfers in Saskatchewan including educational opportunities in course rating, rules of golf, handicapping, high performance camps and provincial championships.

More information about Golf Saskatchewan is available at [www.golfsaskatchewan.org](http://www.golfsaskatchewan.org).