

Communication and Sponsorship Assistant (Volunteer)

The Canadian Ultimate Championships (CUCs) 2019 will be held in Edmonton, Alberta, from August 11 to 18, 2019. Divisions of competition will include Juniors, Women, Open, Women's Masters and Open Masters. The Tournament Organizing Committee (TOC) is seeking a Communication and Sponsorship Assistant to help meet sponsor commitments related to social media and to ensure online platforms are kept up to date and technology is used effectively to improve tournament experience for players and guests.

This is an exciting opportunity to build skills and experience in the areas of online communication, social media, and brand management.

Responsibilities of the Communication and Sponsorship Assistant

- Work with Ultimate Canada and local Communications Director to create a bilingual CUC 2019 website, incorporating Ultimate Canada templates, and provide timely website updates
- Work with head scorekeeper to report and verify scores and spirit scores from the tournament online within an hour of the last round completing
- Assist in creating content for a Facebook page, Twitter account and other social media accounts as appropriate, including sponsor requirements for social media advertising
- Work with the Communications Director to provision necessary on-site communication equipment for the duration of the tournament
- Ensure that internet access is available as per the CUC minimum requirements at the tournament site(s)
- Help gather small business as sponsors with the direction from the sponsorship direction

Time Commitment

Approximately

- 3 hours per week March to July
- 10 hours in week preceding tournament
- 2-3 hours per day during the tournament
- 10 hours in two weeks following the tournament

Qualifications

- Strong written and verbal communication skills in English (French is an asset)
- Demonstrated reliability and organizational ability
- Experience maintaining multiple social engagement platforms
- Reliable transportation to and from playing venues
- Familiarity with the sport of Ultimate in Edmonton is an asset

Supervision

The Communications and Sponsorship Assistant will report to the Communications Director and Sponsorship Director.

Please submit applications to volunteercuc2019@eupa.ca. Deadline to apply is February 1, 2019.