



A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.

Athletics Marketing and Communications Coordinator

Part-time (.6FTE), Temporary 1-year position

POSITION SUMMARY

This position is responsible for the administration and coordination of the athletics department's marketing and communications, liaising with alumni and donors, event planning and fundraising, and sponsorships. This position reports to the Athletics Director.

KEY RESPONSIBILITIES

- Provide administrative support for the Athletics Department
- Participate on ACAC Committees and attend meetings and training when required
- Oversee Athletics Marketing and Advancement in collaboration with the University's relevant Advancement departments. This includes athletics branding, marketing materials and communications.
- Oversee athletics communications in collaboration with the University's Marketing office. This includes social media, e-newsletters, website, mailouts, etc.
- Oversee Athletics Alumni in collaboration with the University's Alumni and Community Relations office. This includes planning alumni events in conjunction with Alumni Relations and developing a strategy for connecting and building relations with alumni and the community.
- Oversee the area of Athletics Donations, Sponsors and Fundraising in collaboration with the University's Development office.
- Promotion and Planning of Athletics Events including Athletic Awards Banquet, Athlete Orientation, ID Camps and Summer Youth Camps, ACAC Game Day promotions and marketing, as well as ACAC/CCAA Championships.
- Oversee and plan Student-athlete Leadership including developing a strategy for sharing King's Athletics vision with student-athlete leaders and providing training throughout the year.

QUALIFICATIONS

- Bachelor's degree, preferably in marketing or sports management.
- Exceptional interpersonal, communication, organizational and leadership skills.
- Ability to work independently and strategic plan in the area of marketing and communications.
- Christian commitment and the ability to integrate the Christian faith with athletics.

A condition of employment is assent to the University's Christian Statement of Faith found at:
<https://www.kingsu.ca/about-us/careers>

Applications will be reviewed beginning July 8th. Forward resume, and cover letter to:

Human Resources

The King's University
9125-50 Street, Edmonton, Alberta
T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.