



JOB POSTING

Title: Manager, Communications

Type of Position: Full-Time

Number of Staff: 1

Reports to: Chief Executive Officer

Location: Richmond Hill, Ontario

Application Deadline: 1st April 2013

Rugby Canada (RC) is the national sport organization committed to the domestic development and international success of Rugby for Canada.

JOB DESCRIPTION

The Manager, Communications is responsible for the day-to-day internal and external communications needs of Rugby Canada and serves as Rugby Canada's initial point of contact for all external media personnel. In this role the Manager, Communications will provide leadership in all areas of sport information, communications and administration to Rugby Canada's four operating departments (Administration, Commercial, Rugby and Corporate Governance) including support to all National Teams and Programs, coaches and support staff.

OBJECTIVE

The overall purpose of the Manager, Communications is to serve as a communications resource to Rugby in Canada (AsOne) by assisting in the development and implementation of communications plans and focusing on leveraging Rugby Canada's stories, brand and reputation in the local, regional, national and international media and rugby communities, while meeting objectives laid out from our Strategic Plan. As an event based organization, there is a high level of importance placed on the promotion of athletes, teams and programs participating in Rugby Canada hosted events as well as participation based events hosted by other organizations.

CORE RESPONSIBILITIES AND PRIORITIES

The Manager, Communications will be responsible for performing the following roles and/or delivering the following outcomes.

- Internal / External Communications
- Media Relations and Promotions
- Competitions and Events
- Archives and Records
- Administrative and Commercial Support

The role will also involve a commitment to aspects of:

- Team / Program Reporting
- Social Media Management





- Supported Integration
- Development and High Performance Support
- TV Broadcast, Web Streaming, Video Capture and Editing

DESIRED QUALIFICATIONS / SKILLS

- Undergraduate degree or diploma, preferably in Sports Management, Public Relations, Communications or a related field supplemented with a minimum of two (2) years working in sport and recreation.
- Experience in demonstrated sports writing skills. Experience with other forms of media (video editing will be an asset)
- A comprehensive knowledge of website operations and designs.
- Familiarity with the sport of Rugby, the Rugby community and the Rugby friendly media outlets would be an asset.
- A background that demonstrates the ability to open doors to new communication outlets for the sport in Canada.
- Demonstrated evidence of an ability to work independently without supervision but in accordance with documented policy and procedure guidelines.
- A record of working as a team member, as well as a history of performing in situations that require self-leadership and initiative.
- A background that displays people management and people leadership skills and attributes.
- A background that displays excellent customer relations and workplace co--operation skills.

GUIDELINES FOR APPLICANTS

The appointed individual must be able to display an ability to be flexible in their time commitment, as the person will be called upon to work during periods of extended hours including weekends and evenings. Travel may be required from time to time. A valid drivers license and passport are essential.

APPLICATION PROCESS

A detailed job description is available upon request. All requests are to be made to the contact below.

Apply in confidence by sending your cover letter and resume by **1st April 2013** to:

Human Resources
communications@rugbycanada.ca

SUBJECT: Manager, Communications Application

The selection review process will commence immediately after this date. No phone calls.

