



THE SPORT INFORMATION RESOURCE CENTRE

Managing Editor

The Sport Information Resource Centre (SIRC) is seeking a Managing Editor to curate, create, solicit, and edit evidence-based content for SIRC, including (but not limited to) knowledge nuggets, blog posts, and SIRCuit articles. This person will support the implementation of SIRC's content strategy and provide administrative support to ensure timely publishing of relevant content for Canada's sport and physical activity sector.

As an ideal candidate for this role, you are a strong and confident critical thinker with a firm knowledge of Canada's sport and physical activity sector. You are well-connected and informed of issues and events in the sport system, with the ability to anticipate sector trends before they happen. You are comfortable reading, interpreting and writing about research. You could be a recent graduate with a degree from a research field looking to break into the sport sector. You tell compelling stories that capture the nuance of facts, data and evidence, while communicating key takeaways and practical learnings for sport sector stakeholders. You have the ability to provide thoughtful feedback that helps guide contributors with a range of writing skills and experience toward a SIRC-quality publication.

Overall, you are organized, efficient, attentive to detail, creative, professional, smart, proactive, able to meet deadlines and passionate about sport and physical activity. You work well independently and as part of a team, and you are keen to undertake and master a range of tasks related to content creation and administration.

The Managing Editor will report to the Senior Manager of Communications at SIRC and oversee the creation, curation, and publishing of evidence-based content (knowledge nuggets, blogs, and the SIRCuit) to educate, inform and inspire the Canadian sport community. The Communications team also develops and executes a range of knowledge mobilization services for Canadian sport and physical activity researchers and organizations, while supporting events, programs, and initiatives led by SIRC.

SIRC is based at the House of Sport in Ottawa, Ontario but remote work is available for the right candidate. This is a full-time permanent position but contract work can also be explored.

Core responsibilities

- Write and edit engaging evidence-based content (knowledge nuggets, blogs and articles) that educates, informs and inspires the Canadian sport community and helps SIRC to broaden its reach
- Curate and solicit stories and content from diverse contributors across Canada, including sport and physical activity researchers, administrators, practitioners and government officials
- Monitor current issues and events in the sport and physical activity industry to ensure timely and relevant content creation
- Manage the scheduling of content within SIRC's editorial calendar, and other administration related to SIRC content
- Coordinate and support SIRC's content (e.g., communicate with contributors, manage timelines, monitor SIRC's content contribution form).

- Support the implementation of SIRC's research and content strategy
- Prepare, upload, review and update website content
- Provide tracking for key analytics on content platforms
- Provide ongoing support for key facets of SIRC's strategic objectives

Required skills

- A degree in Journalism, Communications, Social Science, Human Kinetics or related sport/communication field, and/or equivalent experience working in a writing/communications or editorial role.
- Familiarity with the landscape of sport organizations in Canada, and a passion for the mission of amateur sport
- Ability to read, interpret and communicate academic research
- Strong critical thinking, editing and writing skills, with a proven track record of writing engaging, credible content
- Detail-oriented, organized, and able to effectively manage time and priorities
- Creative and innovative with the ability to problem solve and be flexible as situations evolve
- Excellent communication skills, written and verbal, including the ability to provide positive, constructive feedback
- Strong understanding of digital content, social media, and best practices in content distribution
- Excellent knowledge of MS Office Suite, including Outlook, Word, Excel & PPT
- A team player who is able to work independently (remotely) with minimal supervision
- Passion for sports, writing, and research

Preferred skills

- Fluent in English and French
- Experience in a not for profit or amateur sport setting
- Experience creating content for social media platforms such as Facebook, Twitter, and LinkedIn
- Familiarity with Google Docs, Canva, and project management tools (such as Freedcamp)
- Familiarity with the Government of Canada style guide and APA format
- Experience with web publishing, especially with Wordpress

Application Details:

Please send your resume, cover letter and a writing sample to humanresources@sirc.ca by June 9, 2023. Writing sample(s) should include brief, plain language writing formats, such as a blog post, newsletter, or news/magazine article

All responses are appreciated, however, only those selected for an interview will receive a reply.

About the organization:

Incorporated in 1973, SIRC, the Sport Information Resource Centre, is Canada's leader and most trusted partner in advancing sport through knowledge and evidence. SIRC is committed to engaging with organizations and individuals involved in the development of sport, recreation and physical education in Canada and around the world, to enhance the capacity of our shared community to foster growth and the pursuit of excellence. Visit sirc.ca to learn more. SIRC is funded in part by the Government of Canada.