



## CANADA BASKETBALL ASSISTANT, COMMUNICATIONS

Canada Basketball is the national sport governing body for amateur basketball in Canada. Located in Toronto, Canada Basketball is a not-for-profit organization with the Mission: “We aspire to excellence in leading the growth and development of the game at home, and in pursuing medal performances on the international stage” and Vision: “Recognized as a world leader in all aspects of basketball, and consistently reaching the podium in FIBA competitions and the Olympic Games.”

Length and Term: The position will run from May to August 2025 (4-month term).

Application Deadline: April 4, 2025

These are paid positions earning \$17.20/hr. for 37.5hrs per week.

### Skills & Abilities

- Close attention to detail and accuracy, with ability to follow through.
- Sound judgment, problem-solving skills, and the ability to take initiative.
- Ability to deal with personal information in a confidential, ethical, and professional manner.
- Possess excellent organization and implementation skills, as well as creative thinking skills.
- Must be able to handle multiple tasks simultaneously and prioritize appropriately in a fast-paced environment.
- The ability to work independently, maintain tight schedules and work flexible hours.
- Present a professional and mature attitude in dealing with team members, sponsors, and the public.
- Willingness to assist in other programs of the organization, as required.
- Knowledge of the Canadian sport system and the provincial and national basketball environments is an asset.
- Ability to work extra hours as required to complete tasks and available to work weeknights, weekends and holidays as required.
- Bilingual French/English is an asset.

Canada Basketball is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. We welcome and encourage applications from First Nations, Metis and Inuit peoples, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, ethnic origin, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability or any other protected ground of discrimination.

We recognize that organizations may miss out on applicants who screen themselves out of the process because they do not meet every qualification; this is especially true for equity-deserving groups. If you're excited about this role but feel that your experience doesn't perfectly match our job posting, we still encourage you to apply. Tell us your story and/or show us in your cover letter what you bring to the table beyond the listed qualifications.

As a condition of employment, the successful candidate will be required to undergo a successful background check.

CB welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

*We thank all applicants for their interest, however, only those being considered will be contacted.*



## **ASSISTANT, COMMUNICATIONS (1 position available)**

Interested candidates should send their resume to [missa@basketball.ca](mailto:missa@basketball.ca)

The successful candidate's primary mandate is to work within the Canada Basketball Business Operations Department on the Communications & Content Team to assist, coordinate, implement, and execute programming and logistical details within Canada Basketball's strategy. Some travel may be required.

### **Skills and Responsibilities**

- Strong writing, editing and research skills (background in media writing – press releases, biographies, media kits, etc.).
- Experience managing social media channels, blogs and website content is a strong asset.
- Experience working with Adobe Photoshop and Adobe Illustrator is a strong asset.
- Create and maintain website news content – daily stories (research and writing) and photo gallery (includes player biographies, rosters, competition schedules, etc.).
- Assist in creation of content for Canada Basketball's social media channels.
- Assist with media relations at National Team competitions and Canada Basketball events.
- Archiving of National Team international competition content (stats, photos, stories).
- Maintain media contact database.
- Track media coverage with monthly reports.
- Manage digital analytics and provide monthly reports on web and social media metrics measuring against objectives including insights, commentary, and recommendations for ongoing strategy.
- Manage translation of communications materials.
- Bilingualism in French is considered a strong asset.
- Understanding of basketball is required, while a strong knowledge of domestic and international leagues is considered a strong asset.