

**Who we are**

Gymnastics Canada (GymCan) is the national governing body for the sport of gymnastics in Canada, overseeing all Olympic disciplines including men's (MAG) and women's (WAG) artistic, rhythmic (RG), trampoline (TG), and the other world level disciplines. With a mission to lead and support the growth of gymnastics across the country, we play a key role in athlete development, coach and judge education and development, national events and high-performance excellence. What makes working at GymCan truly exciting is the opportunity to contribute to a sport that inspires passion, discipline, and joy in athletes of all ages. Gymnastics in Canada is also a foundational sport for early child development and has a strong Olympic track record, especially in Trampoline. The organization fosters a collaborative and inclusive work environment, where innovation and integrity are valued, and where remotely based employees feel connected to a greater purpose — supporting Canadian athletes and shaping the future of gymnastics!

**Who we are looking for****COORDINATOR, COMMUNICATIONS AND EVENTS**  
**(Permanent position)**

The Coordinator, Communications and Events will support the delivery of GymCan's communication strategies and the planning and execution of national events. This role includes responsibilities in website and intranet management, organizational communications, event logistics, and communications support. The coordinator will also contribute to digital content creation and community engagement across GymCan's platforms.

- Assist with updating, optimizing, and maintaining the website in collaboration with external developers.
- Support the transition and development of GymCan's intranet.
- Draft and edit bilingual (English/French) press releases, newsletters, and external communications.
- Develop and maintain standardized organizational templates (PowerPoint, reports, letterhead, etc.).
- Support the planning and development of logistics for national events. • Provide on-site support during events, including set-up, execution, and take-down.
- Draft and review event communications (directives, workplans, schedules, social media captions, etc.).
- Maintain and update the external events calendar and associated landing pages.
- Develop and manage content calendars for Instagram, Facebook, and LinkedIn.
- Create engaging bilingual content (written, visual, and video) to promote GymCan events, programs, and initiatives.
- Capture, edit, and publish short-form video/reel content.
- Support the creation and execution of digital marketing campaigns.
- Assist in producing visual and written content using tools like Canva, Adobe Creative Suite, or similar platforms.

**Who you are**

- Bachelors in communications, marketing or related field.
- 1-3 years of relevant experience in communications, events, or marketing.
- Bilingual writing and editing skills (English/French).
- Strong organizational and project management skills with attention to detail.
- Ability to work flexible hours, including evenings and weekends during national events.
- Comfortable working independently and in a collaborative team environment.

- Demonstrated experience creating and managing content for professional social media platforms.
- Videography, photography, and editing skills.
- Familiarity with Canva or Adobe Creative Suite or content creation tools.
- Strong understanding of analytics and social media trends.

**Location**

100% Remote - Open to candidates based in Canada.

Travel (domestic) – 3 - 5 times per year.

**Interested?**

Please send us your resume at [jbourdua@gymcan.org](mailto:jbourdua@gymcan.org)



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