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Assistant Coordinator, Multimedia – Sport Calgary

Location: Calgary, AB (In-office)

Wage: \$20/hr • Hours: 36/week

Job Type: Temporary summer position (2026), contingent on grant funding.

About Sport Calgary

Sport Calgary supports and promotes community sport across the city by helping individuals, teams, and organizations learn, grow, and thrive. The role offers hands-on experience working with volunteers, administrators, and various sport organizations.

Role Overview

This position blends creative communication and technical skills to support Sport Calgary's digital marketing. Working within a small team, the Coordinator assists with multimedia production, digital content, and external communications.

Summary

Reporting to the Marketing & Multimedia Coordinator, this role manages social media, website content, newsletters, and brand messaging while supporting content creation and member engagement.

Key Responsibilities

Multimedia Production

- Produce and edit promotional videos and digital materials.
- Coordinate intern blog and video series.
- Update member videos for modern platforms.
- Create digital articles highlighting members and events.
- Capture and edit event footage, including quick turnaround highlight videos.
- Maintain organized media archives and equipment.

Social Media

- Plan and execute multimedia-focused social campaigns.
- Amplify member voices, monitor comments, and track analytics.
- Support communication strategies and stay current with tech trends.

Website & Marketing

- Maintain website structure and content; monitor performance and reach.

Ensuring Calgary thrives through sport for everyone!

- Manage web posting requests.
- Contribute to marketing ideas and event promotion.
- Represent Sport Calgary at events.
- Support major initiatives (e.g., All Sport One Day/City).
- Keep community events, stories, job postings, and grants updated.

Job Requirements

- Candidates **must**;
 - be between 15 and 30 years of age at the beginning of the employment period.
 - Must be a Canadian citizen, permanent resident, or protected person, with a valid SIN and legal entitlement to work in Canada for the full employment period.
- Passion for sport.
- Enrolled in or completed a degree in Marketing, Communications, Digital Media, or related field.
- Experience with writing, editing, social media management, and digital content creation.
- Skills in Adobe, Canva, Microsoft Suite, photography, graphic design, CMS tools, analytics, and major social platforms.
- Fast learner with strong communication, creativity, and customer service mindset.
- Highly organized, detail-oriented, and able to multitask.
- Some evening and weekend hours will be required. (Sport Calgary has a lieu-time policy). Time-off cannot be taken the weeks of June 15 and August 12.
- Understanding and knowledge of community sport in Calgary is an asset.
- Past office experience and past customer service experience are assets.

Important Dates

June 20 and August 15 are mandatory workdays (no vacation permitted).

How to Apply

Send **Resume and Cover** letter to admin@sportcalgary.ca by **March 22, 2026**.