



Job Posting: Communications Coordinator

Organization: Football Manitoba

Location: Winnipeg, Manitoba (hybrid/remote options may be considered)

Reporting to: Executive Director

Type: Full-time

About Football Manitoba

Football Manitoba is the provincial sport organization dedicated to the promotion, development, and growth of amateur football across Manitoba and Northwestern Ontario. We oversee programming, leagues, coach development, community engagement, and strategic initiatives that support grassroots to high-performance football in our region.

Position Overview

Football Manitoba is seeking a dynamic, creative, and highly organized **Communications Coordinator** to support our communications and engagement efforts. In this role, you will help raise the profile of Football Manitoba, engage with key stakeholders, and tell compelling stories about our programs, events, athletes, and partners. You will play a key role in executing communications strategies that enhance our brand and further our mission of building a thriving football community.

Key Responsibilities

You will be responsible for:

Content Creation & Digital Communications

- Writing, editing, and publishing content across digital platforms including website, social media, and email newsletters.
- Creating engaging posts, graphics, and multimedia content that showcase Football Manitoba activities and successes.
- Supporting the development of digital communications plans that grow audience reach and engagement.

Media & Public Relations

- Drafting and distributing press releases and media advisories.
- Maintaining media contact lists and tracking coverage.
- Responding to media inquiries and acting as a communications resource for internal staff.

Event & Stakeholder Engagement

- Supporting communications for events, workshops, and community initiatives.
- Collaborating with internal and external partners to ensure consistency in brand messages.

Brand Management & Reporting

- Ensuring all communications align with Football Manitoba's brand, voice, and strategic goals.
 - Monitoring analytics across platforms and preparing regular performance reports.
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Qualifications & Skills

Education & Experience

- Bachelor's degree or diploma in Communications, Public Relations, Journalism, Marketing, or a related field (or equivalent experience).
- 1–3 years of experience in a communications, marketing, or related role (non-profit/sport experience is an asset).

Core Skills

- Excellent written and verbal communication skills.
- Experience managing social media platforms and digital content.
- Proficiency with content creation tools (e.g., CMS, email platforms, Canva, Adobe Creative Suite).
- Strong organizational and project-management skills with the ability to manage multiple priorities.

Preferred

- Experience with photography/videography and multimedia content production.
 - Familiarity with web analytics and performance tracking tools.
 - Passion for sport and community engagement.
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Why Work with Us

- Opportunity to contribute to the growth of amateur football in Manitoba.
 - Collaborative, supportive work environment.
 - Professional development opportunities.
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How to Apply

Please submit your **resume, cover letter and three references** to:

 executive.director@footballmanitoba.com

Subject Line: *Communication Coordinator Application*

Application Deadline: February 22nd, 2026

We thank all applicants for their interest; however, only those selected for interviews will be contacted.