CRDSC SDRCC

Sport Dispute Resolution Centre of Canada

Application Deadline: 4 p.m. (ET) on November 23, 2026 **Starting Date:** January 5, 2027

Position: Communications Coordinator

The Sport Dispute Resolution Centre of Canada (the SDRCC) is an independent organization established in 2004 under the *Physical Activity and Sport Act* to provide fair, equitable, transparent and timely dispute resolution for Canadian sport, including mediation and arbitration in matters such as team selection and carding. The SDRCC also oversees the adjudication of domestic doping cases in Canada and, through its Safeguarding Tribunal, hears disputes pertaining to allegations of maltreatment, including abuse and harassment.

Communications Coordinator

The SDRCC is seeking a full-time Communications Coordinator to assist with content creation, digital communications, social media, website maintenance, media monitoring, reporting, and administrative coordination to help promote the SDRCC's programs, services, and initiatives. The Centre's office is located at 6400 Auteuil in Brossard, Quebec, and the successful candidate will be expected to work primarily remotely and, from time-to-time, in a shared office environment.

Responsibilities: Reporting to the Senior Manager, Resource Centre and Communications, the Communications Coordinator will be responsible for the coordination of the SDRCC's communications activities including but not limited to:

- Draft, edit, and coordinate communications materials, including newsletters, news releases, website content, social media posts, presentations, and promotional materials.
- Review website content for accuracy and functionality, including identifying outdated information, broken links, formatting issues, and technical problems.
- Coordinate the collection of information from internal stakeholders and ensure communications materials comply with SDRCC branding and editorial standards.
- Support bilingual communications by coordinating translations, formatting materials, and assisting with quality assurance.
- Monitor media coverage, online discussions, and emerging trends relevant to the SDRCC and Canadian sport sector and share pertinent information with the team.
- Compile and track communications performance metrics, including media coverage, website traffic, social media engagement, and email campaigns, and assist with regular reporting.
- Assist with the creation, scheduling, publishing, and monitoring of social media content, including written, graphic, and video materials, while maintaining brand consistency and managing inquiries.
- Coordinate communications-related logistics for events, including registration materials, promotional communications, presentations, signage, and post-event communications;
- Support outreach and promotional initiatives to increase awareness of SDRCC programs and services.

- Maintain communications records, contact lists, templates, and digital assets, and coordinate internal approvals, project timelines, and deliverables.
- Monitor and respond to communications inquiries, provide general administrative support, and perform other duties as assigned by the Senior Manager, Resource Centre and Communications or Senior Leadership.

Qualifications:

Required

- Fluency in French and English both written and spoken, with excellent writing, editing, and proofreading skills in both languages;
- Completion of post-secondary education in communications, media, journalism, public relations, marketing, or a related field, or an equivalent combination of education and relevant experience;
- One to two years of experience in communications or a related role, preferably in the sport, not-for-profit, or public sector;
- Relevant experience in creating and editing content for websites, email communications, and social media platforms;
- Proficiency with Microsoft 365 applications, including Word, Excel, PowerPoint, Outlook, and Teams;
- Knowledge of graphic design tools (e.g., Canva or Adobe Creative Suite), website content management systems (e.g., WordPress); email marketing platforms (e.g. Cyberimpact), website analytics and social media platforms and reporting tools;
- Availability for occasional domestic business travel and possible evening and weekend work as required.

Assets

- Knowledge of the Canadian federated sport system;
- Knowledge of accessibility and inclusive communications practices;
- An interest in sport, dispute resolution, safe sport, or sport integrity.

Personal Qualities and Competencies:

To be successful in this role, the Communications Coordinator will demonstrate:

- Exceptional attention to detail and accuracy;
- Strong organizational and time-management skills.
- Ability to manage multiple priorities and meet deadlines
- A collaborative and positive approach to teamwork and ability to work independently when required;
- Sound judgment, discretion and respect for confidentiality, neutrality and the independence of processes;
- Professionalism and a commitment to upholding the SDRCC's values;
- Strong interpersonal and client-service skills;
- Reliability and accountability;
- Creativity and adaptability;
- Curiosity and a willingness to learn new communications tools and technologies;
- Flexibility and openness in an evolving environment;
- Willingness to receive feedback on performance and to work on improving skills;

- A commitment to equity, inclusion, accessibility, and respectful communication.

The SDRCC is committed to building a skilled, diverse workforce reflective of Canadian society. Thus, it promotes employment equity and encourages candidates to indicate voluntarily on their application their gender identity or expression, if they are a person with a disability, Indigenous, a member of a visible minority group or other traditionally under-represented groups.

The SDRCC is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this opportunity, please advise us of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

If you meet the above qualifications, please apply, in confidence, using the link below. **The SDRCC will only contact the shortlisted candidates.** No telephone inquiries please.

Working Conditions: This position involves extended periods of computer-based work and regular use of digital communications platforms. Occasional evening and weekend work as well as occasional travel within Canada may be required to support events and other organizational activities.

Salary Range: $56,000-$66,000 annually, based on experience and qualifications

Benefits: A comprehensive benefits package is offered, including life insurance, dental insurance and extended medical coverage, employer RRSP contribution, annual allowances for personal wellness and telework, virtual employee assistance program, paid leave, and other benefits in accordance with the Centre's Human Resources Policy.

To apply: Please complete the form and upload a cover letter and your curriculum vitae at the following link: https://wkf.ms/4kqN3Pz

Contact: applications@crdsc-sdrcc.ca