VOLUNTEER OPPORTUNITY

CANADIAN SPORT PSYCHOLOGY ASSOCIATION/ ASSOCIATION CANADIENNE DE PSYCHOLOGIE DU SPORT

Chair of Marketing & Communications

8-10 hours per month | 2-year commitment

The Canadian Sport Psychology Association (CSPA) is seeking a qualified individual with an interest in communications and marketing to fill the role of Chair of Marketing and Communications on the CSPA Managing Council. The Chair of Marketing and Communications manages all communications activities including social media, website, blog, e-blasts, and branding, and is the representative of and liaison between the Marketing and Communications committee and the Managing Council. This role requires leading a team of 4-5 volunteers and attendance at monthly Managing Council meetings.

Primary responsibilities:

- Attend monthly Managing Council meeting
- Host monthly team check-in meeting
- Manage Marketing & Communications Committee
- Oversee all general functions
- Provide review for consistent CSPA branding and messaging
- Manage monthly communications and marketing schedule
- Organize translation of all communications and marketing documents
- Liaise with website lead for relevant website updates
- Liaise with other committee leads for relevant updates around series and memberships
- Manage scheduling and recordings for large CSPA meetings and webinars
- Write, edit and proofread communications materials of varying types and lengths to deliver consistent, quality content (as necessary to support team)
- Create graphics, visuals, etc. to accompany written content (as necessary to support team)

Requirements:

- CSPA Professional Member in good standing
- Outstanding written and oral communications skills
- Leadership / team management skills
- Organizational skills

Assets:

- Comfort with software such as Google Drive, Wix, and Canva
- Bilingual in English and French

To Apply: Email a cover letter outlining your skills relevant to the position and what you aim to achieve in this role to Sharleen Hoar, Chair, Canadian Sport Psychology Association, info@cspa-acps.com. Please include "Chair of Marketing and Communications" in the subject line.

Deadline: As soon as possible. Open until the position is filled.

The CSPA Managing Council and its committees consist of passionate and committed individuals who strive to make CSPA an important and relevant organization for its members. The CSPA could not advance our field without our dedicated volunteers. We invite you to bring your energy and skills to our team!

CSPA is committed to creating an inclusive and diverse environment among its volunteers. All qualified applicants will receive consideration without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.