



Title Position: Manager, Communications & Digital Media

Reports To: Head of Marketing

Salary Range: TBD

Job Function (Duties and Responsibilities):

- Operate the team's social media channels on a day-to-day basis.
 - Interact with fans on the team's behalf, promoting informative, educational and engaging positive comments.
- Create, publish content for all business and hockey posts.
 - Work ahead in the team's content calendar, ensuring posts are prepared in advance when able.
- Maintain the club's website.
 - Ensure that up-to-date information on all of the organization's assets, including ticketing and sellable products, as well as all hockey coverage.
- Assist the team's Manager, Broadcasting & Media Relations with any press needs.
 - Be able to assist with interview and photo requests from the media.
- Serve as the team's primary writer of organizational news, hockey and business.
- Send necessary WHL photo requirements to the league, visiting personnel and media.
- Team lead for email marketing newsletters.
- Communicate regularly with the Winterhawks Skating Center and Jr. Winterhawks hockey programs, being the liaison from the team's business staff.
- Coordinate the team's partnership with DASH, creating unique revenue streams through special projects.
- Ensure the team Vice President of Sponsorship Sales has all requirements met and fulfilled.
- Connect with the team's Alumni Coordinator to ensure that pertinent information on former players is distributed accordingly.
- Work all home and road games.
 - Cut all in-game highlights for social and digital purposes.
 - Distribute highlights to necessary media entities to elicit coverage and ease access on their behalf.
- A non-traditional work schedule is required including nights, weekends and potentially holidays.

Education & Experience:

- Bachelor's degree in a communications related field.
- High energy with ability to remain focused on goals and work independently.

To apply send your resume and a cover letter to sales@winterhawks.com.

The Portland Winterhawks are an equal opportunity employer and value diversity at our organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

