

United Dartmouth Football Club
75 MacDonald Ave (Unit 4)
Dartmouth, NS, B3B 1T8
udfc.ca
info@udfc.ca
902-404-8332



MEMBER ENGAGEMENT & COMMUNICATIONS COORDINATOR

Position: Member Engagement & Communications Coordinator, United DFC

Position Type: Full-Time

Date Posted: September 10th, 2025

Application Deadline: September 23rd, 2025 at 11:59pm

Salary: To commensurate with qualifications and experience

Role Overview

The goal of this position is to strengthen how United DFC connects with its members, volunteers, and the wider community. This role is responsible for leading the club's communications and marketing strategies, managing social media, coordinating volunteer engagement, and supporting events that build community pride and visibility.

This position will also serve as the primary point of contact for members and families, both online and in person, to ensure their needs are met in a professional and welcoming way. This is a **junior-level role, well-suited for a recent graduate or early-career professional** interested in communications, marketing, and community engagement.

This position reports to the **Manager of Administration & Finance** and works closely with staff, board committees, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Communications & Marketing

- Support the development and delivery of the club's communications strategy, helping ensure consistent messaging across email, website, social media, and press.
- Assist with the creation, scheduling, and publishing of engaging content to keep members informed and connected.
- Maintain an up-to-date website that is user-friendly and follows best practices in communication.
- Contribute to drafting and distributing club-wide communications, including weekly updates and special announcements.
- Provide input and assistance in implementing marketing initiatives to promote the club and grow membership.
- Leverage the expertise of local communications and marketing professionals in optimizing operational performance.
- Other duties as assigned.

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Member Support & Public Engagement

- Act as the first point of contact for members, families, and the public — in person, by phone, and by email.
- Respond to inquiries regarding registration, schedules, programs, and club policies within one business day.
- Guide individuals to the appropriate staff member or resources as needed.
- Contribute to creating a welcoming environment for all who engage with UDFC.

Event Support & Community Engagement

- Support the planning, promotion, and delivery of club events, tournaments, and community days.
- Assist in coordinating partner activations and sponsor visibility at events.
- Collaborate with staff and volunteers to ensure events reflect UDFC's values and deliver positive member experiences.
- Coordinate, and support volunteers for programs, events, and club operations.
- Develop and implement volunteer appreciation initiatives, including recognition events, public acknowledgements, and thank-you campaigns.

COMPETENCIES

- Strong interpersonal and communication skills with the ability to engage a wide range of stakeholders including members, volunteers, parents, and sponsors.
- Demonstrated experience in social media management, communications, marketing, or public relations.
- Experience in volunteer coordination, event planning, or community engagement considered an asset.
- Strong organizational skills with the ability to manage multiple tasks and competing priorities.
- Ability to work collaboratively with staff and volunteers in a dynamic environment.
- Commitment to fostering an inclusive and welcoming club culture.

WORKING CONDITIONS

- There is an expectation that this position will be required to work one evening a week and some weekends depending on club events.
- Flexible office hours may offset evening and weekend requirements.

To apply, please submit your resume and cover letter to Elisa Senger, Manager, Administration & Finance at elisa@udfc.ca.

Please include "Member Engagement & Communications Coordinator" in the email subject line **and note your salary expectations** in the body of the email.