

Alberta Golf

Alberta Golf is the provincial governing body of golf in Alberta, a non-for-profit organization comprised of more than 65,000 members. Alberta Golf works collaboratively with Golf Canada to grow participation, support player development, and deliver championships while preserving the integrity of the game across the province.

Position:	Communications Coordinator
Type of position:	4-month seasonal contract (May 1- August 31)
Hours of Work:	Approximately 35-40 hours per week, mostly Monday to Friday, with occasional weekends and early morning or evening work during event weeks
Location of Work:	Access to the office is provided during regular office hours (8:30am to 4:30pm). There are travel requirements to various golf tournaments throughout the province.

Job Description

Reporting to the Manager – Communications and Heritage Services, the Communications coordinator will support the organization's marketing and communications efforts with a strong focus on event and tournament coverage. This hands-on role is ideal for a creative, detail-oriented individual interested in sports communications, digital media, and storytelling. The coordinator will assist with capturing and producing content across multiple platforms while supporting on-site tournament staff and day-to-day communications initiatives.

Key Responsibilities

Event & Tournament Coverage

- Capture high-quality photos and videos at events and tournaments for promotional and archival use
- Assist on-site competition staff as required
- Help coordinate real-time content posting during events

Content Creation

- Create social media graphics and visual assets aligned with brand guidelines
- Draft written materials including event recaps, captions, short articles, and promotional copy
- Edit basic photo and video content for digital platforms

Digital & Marketing Support

- Post and update content on the organization's website
- Assist with the creation and distribution of newsletters and email marketing campaigns
- Support social media scheduling, posting, and engagement across platforms

Qualifications:

- Currently pursuing or recently completed a degree in Communications, Marketing, Journalism, Media Studies, or a related field.
- Strong written and verbal communication skills.
- Experience with or interest in photography, videography, and social media content creation.
- Familiarity with design and editing tools such as Canva, Adobe Creative Suite, or similar platforms is a plus.
- Familiarity with Word Press and Constant Contact or similar platforms is a plus.
- Comfortable working in a fast-paced, event-driven environment, including occasional evenings or weekends.
- Interest in sports, events, or tournament operations preferred. A considerable degree of knowledge of the golf industry is required.
- A valid driver's licence and the ability to travel throughout the province is seen as an asset.

Compensation:

\$3,300 per month plus travel and meal expenses.
A clothing allowance of \$300 is also provided.

Reports to:

Manager, Communications & Heritage Services

Application deadline:

February 9, 2026

Send resume to:

Manager, Communications & Heritage Services.
taylor@albertagolf.org

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