



NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE
NORTH BAY, ONTARIO P1A 2A8
PHONE: (705) 474-8851 • FAX: (705) 474-6019
www.noha-hockey.ca



Communications Coordinator Northern Ontario Hockey Association (NOHA)

Location: North Bay, Ontario (Hybrid work available following orientation period)

Position Type: Full-time, Permanent (37.5 hours per week)

Reports To: Executive Director

Compensation: Salary range of \$45,000 to \$60,000 – plus benefits

About the NOHA

The Northern Ontario Hockey Association is dedicated to promoting and developing hockey throughout Northern Ontario, providing governance, support, and programs for minor hockey associations, coaches, and players across the region.

Position Summary

The NOHA is seeking a creative, driven, and experienced Communications Coordinator to lead its communications function. This is a broad, high-impact role with ownership across member communications, digital presence, media relations, brand management, and the NOHA's annual communications plan. The successful candidate will be a storyteller at heart with a genuine passion for sport in Northern Ontario.

Qualifications

Education and Experience

- Post-secondary degree or diploma in communications, public relations, marketing, journalism, or a related field
- Progressive experience in a communications or marketing role, with demonstrated ownership of communications strategy
- Experience in a sport, non-profit, or member-based organization is a significant asset; knowledge of hockey in Ontario is an asset
- Bilingualism (French and English) is an asset

Technical Skills

- Proficiency in graphic design tools, including Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere) or equivalent
- Experience managing website content using a CMS platform (e.g. Wix or similar)
- Experience with photography and/or video production and editing
- Familiarity with web analytics tools (e.g. Google Analytics) and email marketing platforms (e.g. Mailchimp) considered an asset



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Key Competencies

- Excellent written and verbal communication skills, with a demonstrated ability to write for varied audiences and formats
- Strong organisational and time management skills with the ability to manage multiple priorities and meet deadlines
- Sound judgment and composure under pressure, with the ability to handle sensitive communications with discretion
- Collaborative approach with the ability to work effectively with staff, volunteers, and board leadership
- Ability to work independently and take initiative with minimal supervision

Working Conditions

- Standard office environment at the NOHA Office, 110 Lakeshore Drive, North Bay, Ontario
- Hybrid work arrangement available following the orientation period
- Year-round position; workload increases during peak periods of the hockey season
- Occasional evening and weekend work required to support events and meetings
- Periodic travel within Northern Ontario required

What We Offer

- A full-time, permanent position with competitive compensation commensurate with experience
- Comprehensive health benefits package
- A collaborative, supportive team environment in a sport you care about
- The opportunity to shape the voice of hockey across Northern Ontario

Application Process

Interested candidates should submit a cover letter and résumé outlining their interest in the role and relevant experience to hr@noha-hockey.ca.

Only candidates selected for an interview will be contacted.

The NOHA is committed to providing an inclusive and accessible work environment. Accommodations are available upon request during the recruitment process.