

RACQUETBALL MANITOBA

Social Media & Content Coordinator

Contract Term: November 1, 2026 – May 31, 2027

Compensation: \$3,000

Position: Contract

Racquetball Manitoba is seeking a creative, organized and enthusiastic individual to help grow the profile of racquetball in Manitoba through engaging and consistent social media content.

The Social Media & Content Coordinator will work with the Executive Director and Program Coordinator to promote programs, events, athletes, clubs and opportunities to participate in racquetball.

Key Responsibilities

Social Media Management

Content Creation & Promotion

Reporting & Communication

Expected Deliverables

- Maintain a consistent Facebook and Instagram presence.
- Publish a minimum of 2 posts per week, recognizing that frequency may vary around events and programming.
- Develop and maintain monthly content calendars.
- Provide social media coverage for a mutually agreed number of priority events.
- Provide brief monthly engagement/activity updates.

Qualifications & Skills

The successful candidate will ideally have:

- Experience managing social media accounts, particularly Facebook and Instagram.
- Strong written communication skills.
- Experience creating engaging social media content, including photos, graphics and/or short-form video.
- Creativity and an ability to identify interesting stories and content opportunities.
- Strong organizational and time-management skills.
- An understanding of sport, community organizations or amateur sport is an asset.
- The ability to work independently and meet agreed deadlines.

Contract & Compensation

This is an independent contractor position for the period of November 2, 2026 to May 31, 2027.

Total compensation for the contract is \$3,010 paid in monthly installments of \$430.00 upon receipt of an invoice.

The Coordinator is responsible for providing their own equipment, software and internet access required to complete the work, unless otherwise agreed with Racquetball Manitoba.

The position does not require attendance at all Racquetball Manitoba events. Event attendance and coverage will be discussed and agreed upon in advance.

Safe Sport & Privacy

The Coordinator must comply with all applicable Racquetball Manitoba and Racquetball Canada policies, including requirements related to Safe Sport, privacy, photography/video and communications involving junior athletes and other participants.

Appropriate consent must be obtained before photographs or video of athletes, particularly minors, are publicly shared where required.

Application

Please submit a brief résumé/portfolio of previous social media work to Racquetball Manitoba by October 28, 2026.

Applications may be submitted to racquetball@sportmanitoba.ca

Racquetball Manitoba thanks all applicants for their interest. Only those selected for further consideration will be contacted.