



100 - 1995 Olympic Way  
Canmore, Alberta T1W 2T6  
[fastandfemale.com](http://fastandfemale.com)  
[@fastandfemale](https://www.instagram.com/fastandfemale)

## We're Hiring a Digital Content Coordinator!

- Role: Digital Content Coordinator
- Location: Remote (work from anywhere in Canada)
- Reports to: Executive Director
- Compensation: \$20/hour, 15-20 hours per week, \$50 monthly cellphone and internet allowance

### ABOUT FAST AND FEMALE

- Fast and Female is a nationwide charity on a mission to empower girls through sport, physical activity, and education. Using our evidence-based curriculum, developed by industry leaders, we aim to build the confidence and leadership skills of girls ages 8-18 through our events and programs.

### ROLE OVERVIEW

- The Content Marketing Coordinator role involves managing and enhancing Fast and Female's online presence through social media, blogs, and newsletters. Key responsibilities include planning and overseeing a quarterly editorial calendar, scheduling and engaging on social media platforms, creating basic Canva graphics, and crafting compelling blog posts based on interviews with role models, supporters, and participants. Additionally, the role includes repurposing blog content for weekly newsletters targeted at different audiences using Mailchimp.

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### KEY RESPONSIBILITIES

- **Content Planning:** Collaborate on a quarterly editorial calendar to guide social media, blog, and newsletter content.
- **Social Media:** Schedule daily posts, engage with followers, and create Canva graphics.
- **Blog Posts:** Write monthly posts based on interviews with trendy sport stories, role models, participants, and supporters.
- **Newsletters:** Repurpose blog content for newsletters tailored to donors, role models, and general subscribers.



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- **Analytics:** Track performance metrics, analyze data, and suggest improvements to digital strategies.
  - **Community Engagement:** Actively participate in online conversations and stay informed about developments in girls' and women's sports.
  - **On-Site Content Creation:** In-person content capturing and sharing at events, programs, and other related activities.
  - **Administrative Support:** Other duties as assigned.
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## QUALIFICATIONS

- Strong research skills and familiarity with social media trends on Instagram, Facebook, X, LinkedIn, and TikTok.
- Experience with Canva, Mailchimp (or similar), and content creation.
- Passion for empowering girls in sports is a plus.
- A flexible, self-directed work style with the ability to learn and adapt quickly.

## TOOLS OWNED BY EMPLOYEE

- Laptop Computer
- Cell Phone
- Access to wifi

## COMMITMENT

- 15-20 hours/week with occasional evening/weekend work.
- This is a remote position open to candidates across Canada. Travel for events/programs as needed.

## COMPENSATION

- \$20/hour rate, 15-20 hours per week
- 1 paid week off between December 24 - January 1
- \$50 monthly cellphone and internet allowance

**Submit your application [by clicking here.](#)**  
**Deadline to apply: January 19, 11:59 pm ET.**