



## **POSITION DESCRIPTION**

### **IT & CONTENT COORDINATOR HOCKEY INDIA**

#### **1. Position**

IT & Content Coordinator, Hockey India

#### **2. Salary package:**

An attractive salary package is available to the right candidate, depending upon relevant experience and background

#### **3. Reporting:**

The candidate will report to CEO, Hockey India and Executive Director, Hockey India

#### **HOCKEY INDIA**

Hockey India (HI) is the National Sports Federation for the sport of Hockey in India. Hockey India is affiliated to the International Hockey Federation, Asian Hockey Federation and Indian Olympic Association. Hockey India has the responsibility to develop and manage the national team programs and works in close coordination with the Sports Authority of India (SAI) in the delivery of the national teams programs across senior and junior hockey.

#### **ROLE SUMMARY**

We are looking for a qualified digital Content & IT Coordinator to join our team. The candidate will be responsible for extensively managing the available content to achieve goals of the organization. The candidate should be having relevant work experience of working in high pressure & fast paced organizations preferably with a sports team / franchise/ league/ federation etc.

As the Content Coordinator, you should be able to coordinate extensively with the Hockey India PR / media team, the on-ground team at each of the events and be able to perform well with detail-oriented approach towards work. As the IT Coordinator, the candidate is expected to meet the basic requirement of managing the organization's IT requirements & be able to resolve any issues pertaining to hardware or networking.

## KEY RESPONSIBILITIES

This position also works closely with:

- To collect, monitor and analyze data, and make improvements accordingly
- To manage the distribution of content across various communication platforms includes social media
- To manage timelines and resources for incoming/current/ongoing projects
- To maintain the statistics of the Federation
- To have a clear understanding and be able to work in the following marketing channels (digital and print)
- Should have good editing skillset for Wordpress, Photoshop, Coral Draw etc
- To be able to install, monitor, maintain, support and optimize all networks like hardware, software, and communication links
- Effective leadership and people management skills with an ability to build rapport
- Ability to process a wide range of information and communicate it clearly to the relevant stakeholder. Excellent presentation, listening and consulting skills are vital.
- Strong organizational skills, time management, communication skills and attention to detail required
- Manage federation's website and data
- To coordinate with vendors to ensure that all the IT equipment is in place and in proper working condition.
- Assist in-house users on all aspects of IT support
- To keep track of inventory of all the installed IT equipment in the office / event venue like printer, laptops, computers, etc.
- To keep track of cartridges for the printers installed in the facilities
- To ensure all the networking equipment is installed and properly functioning
- Manage all backups and assist in disaster recovery process
- Help develop and maintain IT documentation, processes and procedures
- Excellent written and oral skills with advanced Level of English

## QUALIFICATIONS AND EXPERIENCE REQUIREMENT

- Full university education such as mass communication, event management and / or others related events and Marketing Master's Degree is a plus
- Knowledge of the following Areas: Marketing, Communications, Event Production, IT & Networking is desirable;
- Experience in executing digital strategies, ideally in the sports industry; excellent hardware troubleshooting experience
- 2 – 3 years' experience in a similar position.
- Knowledge of applicable data privacy practices and laws
- Knowledge of Windows & Mac OS
- Keynote, Pages, Excel, Word, PowerPoint, Adobe and Photoshop skills required
- Excellent time management and organization skills
- Advanced Level of knowledge in Microsoft Office platforms such as Excel, Word and PowerPoint;

Applications should be submitted via email and include a cover letter addressing the Qualifications & Experience and the Minimum Skills Set outlined in the Position Description as well as a current resume.

Please address your application to CEO, Hockey India at by **15 July 2018**.

### HOCKEY INDIA

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