



We are hiring:

COMMUNICATION & DIGITAL MEDIA COORDINATOR (100%)

Pursuing the vision to be Europe's greatest ice hockey competition, the Champions Hockey League provides 32 teams from 13 leagues the platform to go beyond and to battle in a total of 125 games between August and March to become Champions of Europe.

To enhance the CHL's head office in Zug, we are currently looking for a creative, forward-thinking new staff member who reports to the Communication & Digital Media Director.

The candidate will primarily take responsibility in quality assurance and the further development of the CHL's digital platforms including their content, the creation and enhancement of newsletter campaigns and the implementation of other digital campaigns. Further, he/she will support the Communication & Digital Media Director and the CEO in many other areas.

What you will be doing for us:

- Take responsibility for quality assurance of the CHL's digital platforms and their further development
- Plan, coordinate and supervise the content creation for the CHL platforms in collaboration with external suppliers (writers, video editors etc.)
- Plan, create and enhance the CHL newsletters
- Plan and implement digital campaigns
- Establish relationships with participating clubs, help educate and support them in the implementation of CHL campaigns
- Compile analyses and reports for web, social media and media coverage
- Support the content team in community management
- Manage the CHL's media guide process
- Assist with the organisation of press conferences and other media events
- Prepare toolkits for CHL club communication managers and journalists
- Draft media releases, web articles and other texts
- Take care of media distribution lists, accreditation forms and other CRM-related tasks
- Prepare presentations and documents for executives
- Administrative and general support of the Communication & Digital Media Director and the CEO

Who we are looking for:

- Bachelor's degree, preferably in PR, Journalism, Digital Media or a related communications field
- 1-3 years of professional experience in communications or digital media (preferably in the sports industry) is a plus
- Advanced knowledge in the area of web content management & social media
- Basic understanding of web technologies and a great interest for digital innovations & trends
- Strong writing/drafting skills and fluent verbal communication in both German and English is required
- Advanced expertise in MS Office applications (Word, Excel and PowerPoint)
- Skills in Adobe Creative Cloud software (Photoshop, Illustrator, InDesign) is a plus
- Passion for sports, in particular ice hockey
- Outgoing personality with excellent communication skills
- Creative thinking and problem solving skills
- Excellent organisational and prioritisation skills
- Ability to work in a small team, good social skills
- Quick learner with a hands-on attitude
- Documented high quality and goal orientation, engagement and work ethic
- Open-mindedness and willingness to travel (however, this position requires only few travelling)

What we offer:

- A new and exciting venture in one of the major team sport competitions in the world
- An attractive challenge in a very competitive European sport environment
- A small but very dynamic and committed team
- Flat hierarchies and fast decision paths
- Potential to excel with one's own creativity and personal responsibility
- A modern workplace in our headquarters in Zug, located in short walking distance to the railway station

We look forward to receiving your full written job application including your photo via e-mail to office@championshockeyleague.com until 15 October 2021.

Please note that we will only confirm the receipt of applications and not give any feedback to candidates before 15 October 2021.

For further disclosures, Monika Reinhard, CHL Communication & Digital Media Director, at +41 79 474 78 91 is pleased to answer your questions.

For more information about the Champions Hockey League:

- www.championshockeyleague.com
- facebook.com/championshockeyleague
- twitter.com/championshockey
- instagram.com/championshockey
- youtube.com/championshockeyleague