



Canadian Football League | Digital Assets Contract Position

Field:	Project Management, Digital Media
Department:	Digital Assets
Job Opportunity:	Project Manager, Digital Assets
Deadline to apply:	January 30, 2012
Start Date:	February 20, 2012

Position Summary:

The Canadian Football League has an exciting contract opportunity to work on the commercial side of the CFL Network of websites and mobile properties. We are looking for someone who is creative, team-oriented, hard working and passionate about the intersection between technology and sports.

In this position, you will provide assistance to the Digital team at the League head office in Toronto with a focus on project management, analytics and product launches. This is a twelve month contract position.

Key Responsibilities (Tasks include but are not limited to):

- Project management lead on 100th Grey Cup sponsorship activations, content initiatives and integration across the CFL Network
- Development and management of project timelines and project plans
- Management of project financials, with a focus on optimizing efficiency and project margin
- Assurance that projects achieve desired business and technical objectives
- Development, management and reporting of related content feeds distributed to third parties
- Consolidate, research and package multimedia content to multiple specifications
- Packaging of materials and content for CFL.ca editorial team
- Reporting analytics on various properties and campaigns

Qualifications:

- Bachelor's degree in a relevant field, especially with emphasis in marketing, advertising or product management
- Project management certification and/or experience an asset
- Keen interest in pursuing a career in digital media or technology
- Comfortable using basic elements of Photoshop and other graphic design programs
- Proficient using Microsoft Office, including Word, Excel and PowerPoint
- Basic HTML coding ability an asset
- Willingness to wear whatever 'hat' is necessary for the team to succeed

Required Skills:

- Time management skills, strong initiative and exceptional attention to detail
- Ability to work well with others in a team setting
- Background in web design, development and interactive technology preferred
- Excellent communication, organization, interpersonal and writing skills

Please send cover letter and resume to Sean Bell (Manager, Digital Assets) – SBell@CFL.ca

Thank you for your interest in the Canadian Football League.

Only those selected for an interview will be contacted.