

We are hiring:

COMMUNICATION & DIGITAL MEDIA MANAGER (100%)

Pursuing the vision to be Europe's greatest ice hockey competition, the Champions Hockey League provides 24 teams from 11 leagues the platform to go beyond and to battle in a total of 101 games between September and February to become Champions of Europe.

To complement the CHL's head office in Zug, we are currently looking for a creative, forward-thinking new staff member who reports to the COO.

The candidate plays a key role in overseeing and executing the communication & digital media strategy of the organization, as well as implementing related initiatives. Additionally, he/she collaborates closely with stakeholders including agencies, clubs, leagues and media representatives, to ensure effective internal and external communication. The role demands strong English communication skills, strategic thinking, and the ability to manage multiple projects simultaneously. Furthermore, the candidate will assist the COO across various other areas.

WHAT YOU WILL BE DOING FOR US

- Actively contributing to the development and implementation of the CHL's communication & digital media strategies
- Support the COO in proactively maintaining media relations across Europe, developing the existing network of international journalists
- Act as the main contact for club communication and digital media managers
- Draft and publish media releases, and handle media requests
- Plan and execute press conferences and other press events
- Develop and maintain tools for the press, including FAQs and toolkits
- Coordinate media partnerships and ensure timely delivery of content
- Develop and execute content strategies for digital platforms and social media
- Lead and manage content teams and suppliers in day-to-day operations, including quality control
- Plan and produce various publications
- Oversee web and app maintenance, and be responsible for further development of the owned digital platforms
- Plan and manage the implementation of digital strategies and campaigns
- Assist with drafting speeches, forewords and other communications
- Prepare presentations and documents for executives
- Assist with crisis communication efforts, including media monitoring
- Take strategic and/or operational lead in various special projects, e.g. sustainability
- Support COO and other departments in various tasks

WHO WE ARE LOOKING FOR

- Bachelor's degree, preferably in Communications, PR, Journalism, or related field
- 2-4 years of professional experience in communications roles, preferably in sports industry
- Experience in managing media relations
- Strong writing/drafting skills and fluent verbal communication in both English and German
- Advanced knowledge in web content management & social media
- Basic understanding of web technologies, with a keen interest in digital innovations & trends
- Advanced expertise in MS Office applications (Word, Excel, PowerPoint), Adobe Creative Cloud skills (Photoshop, Illustrator, InDesign) a plus
- Passion for sports, particularly ice hockey
- Outgoing personality with excellent communication skills, ability to work in a small team, good social skills
- Creative thinking and problem-solving skills, ability to work in a fast-paced environment and manage multiple projects simultaneously
- Documented high quality and goal orientation, engagement and work ethic

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 25 October 2024.

Please note that we will only confirm the receipt of applications and not give any feedback to candidates before 25 October. Applications sent by recruitment agencies won't be considered.

For further disclosures, Monika Reinhard, CHL COO, at +41 44 562 27 71 is pleased to answer your questions.

For more information about the Champions Hockey League:

- www.championshockeyleague.com
- facebook.com/championshockeyleague
- x.com/championshockey
- instagram.com/championshockey
- www.tiktok.com/@championshockeyleague
- youtube.com/championshockeyleague