



## **CAREER OPPORTUNITY**

SporTT is seeking to recruit a suitably qualified individual for the following position:

### **OFFICER, CORPORATE COMMUNICATIONS**

#### **JOB SUMMARY:**

The incumbent is required to execute communications functions, i.e. media relations, events, branding, stakeholder management, public publishing of information, speechwriting etc., that support the company's objectives of accountability, transparency and image management/enhancement.

#### **ROLES AND RESPONSIBILITIES:**

- Planning of events, communications content, documentation/reports and other communications activities
- Communications/PR campaigns and proposals
- Prepare and issue media releases and internal and public notices
- Create graphical and other content for internal and external communications
- Update digital media
- Organise and manage events/workshops
- Support NGB communications
- Manage media/stakeholder contact database
- Site visits
- News archiving
- Communicate with and manage stakeholders
- Manage media inquiries
- Preparation of monthly departmental updates
- Post-event reporting
- Media and crisis monitoring
- Special/ad hoc assignments
- Survey instruments
- Work Plans

#### **QUALIFICATIONS:**

- Degree in Media, Communications or Marketing
- Excellent written and oral communication skills
- Basic photography skills
- Certificate in Social Media Marketing (desired)
- Certificate in events management (desired)
- Basic Graphic Design and/or video skills (desired)
- Or
- Any equivalent combination of experience and training

#### **EXPERIENCE:**

- Minimum 3-5 years' experience
- Or
- Through demonstrated proficiency in media relations, content creation, events management and communications writing



**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of public service communications policy and procedures
- Basic knowledge of sport/sporting environments
- Ability to meet tight deadlines
- Ability to research information quickly and accurately
- Knowledge of media/communications environment

All Candidates must possess good interpersonal skills with a strong work ethic and commitment to excellence. Candidates must be able to deliver superior quality in a fast-paced environment.

Applications with full resumes should be sent to:

**The Human Resource Department**  
The Sports Company of Trinidad and Tobago Limited  
National Cycling Velodrome, Off Couva Main Road, Balmain, Couva

Or

[recruitment@sportt-tt.com](mailto:recruitment@sportt-tt.com)

Deadline for submission of applications:

**No later than Friday 13<sup>th</sup> March 2026 at 4:00pm**

**Dated: 2026 March 01**