



Summer Job Opportunity – Events and Marketing Intern

May – August, 2017

About Squash Canada

Founded in 1913, Squash Canada is a non-profit, national sport association responsible for the development of athletes, coaches and officials and sets the standards for Canadian Squash. Squash Canada is a proud member of the Pan-American and World Squash Federations and participates in the Pan-American Championships, Commonwealth & Pan-Am Games as well as World Championships at the junior and senior level. Each year Squash Canada hosts nine national championships across the country and works with its provincial and territorial partners to promote the growth and development of squash across the country.

Position Overview

The **Events & Marketing Intern** provides administrative, creative, sales and logistical support to Squash Canada senior staff in relation to the organization's meetings, camps, events and fundraising.

Responsibilities

- Assist with the planning, logistics and execution of activities in relation to Squash Canada's ParticipACTION 150 Play List initiatives
- Assist with the planning, logistics and execution of a variety of Squash Canada meetings and events, including but not limited to the Annual General Meeting, high performance camp(s), youth development camps and tournaments
- Research and draft a national event bidding strategy and evaluation process
- Research and assist with the development of an international hosting strategy
- Support and provide leadership in relation to Squash Canada's fundraising initiatives such as silent auctions and sponsorship
- Help prepare PowerPoint presentations, flyers, posters and other promotional and marketing materials in both official languages
- Develop related content for the organization's web page, social media platforms and e-newsletters
- Provide support to the posting of web content in English and French
- Support the preparation and translation of content, such as news releases and e-newsletters
- Assist with the planning, promotion and sales of organization merchandise.
- Research and prepare foundation grant applications.

Working Conditions

- Based out of the organization's national office in Nepean (Ottawa), Ontario
- Some domestic travel may be required
- Occasional weekend and evening work may be required, largely around meetings and events
- Candidate may need to provide own laptop

Desired Qualifications

The ideal candidate will possess the following attributes:

- Be enrolled full time in a college or university program in sport management, business administration/commerce, marketing or related field, and planning to return to school in the Fall of 2017 (is a Canada Summer Jobs employment grant condition);
- Competent computer skills (in a Microsoft Office environment), ability to generate powerful PowerPoint presentations, flyers, and other presentation materials is a strong asset;
- Strong verbal communication and customer service skills, ability to convey a 'cause', generate understanding and excitement;
- Organizational skills, attention to detail and ability to follow instructions or work independently as required
- The ability to work in both official languages is an asset
- Demonstrated work ethic, ability to work independently and in a team environment;
- Experience in fundraising and sponsorship is an asset;

Application

Apply in confidence by sending via email a cover letter and resume by **April 14, 2017** to cheryl.mcevoy@squash.ca citing the position title in the subject line.

We thank all applicants in advance for their interest in Squash Canada, however only those selected for an interview will be contacted.