



Summer Job Opportunity – Communications 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 **Communications Intern** provides leadership, creative and administrative support to the organization's official languages mandate, in particular to improve upon the provision of simultaneous programs, services, events and communications in French in addition to providing support to the overall communications strategy.

Reporting Relationship

The Communications Intern reports to the Operations Manager.

Responsibilities

- Conduct a review of the organization's web page to identify and address gaps in the equal and quality French content.
- Conduct a review of the organization's social media platforms to identify and address gaps in the equal provision of French content.
- Develop and simultaneously publish content for the organization's web page and social media platforms in both official languages.
- Translate routine content, such as news releases and e-newsletters from English to French.
- Review all existing organizational policies and identify further translation needs as may be required.
- Review existing coach and officials' development programs for any further translation needs.
- Provide assistance to francophone members or general queries from francophone individuals.
- Help prepare PowerPoint presentations, flyers, posters and other promotional and marketing materials in both official languages.
- Participate in the execution of other various activities in support of the association priorities and functions

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, communications, translation, marketing or related field and planning to return to school in the Fall of 2017 (is a Canada Summer Jobs employment grant condition);
- Excellent French written skills, ability to compose and proof read French content, and to translate content from English to French.
- Competent computer skills (in a Microsoft Office environment), ability to generate PowerPoint presentations, flyers, and other presentation materials in both official languages is required;
- Experience in managing and organizing a large number of documents would be an asset;
- Demonstrated work ethic, ability to work independently and in a team environment;

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.