



## Summer Job Opportunity – Sport and Events Intern

May – August, 2017  
(\$11.50/hour)

### 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.

### Job Description

The Sport Programs Intern will provide programming, event, high performance and administrative support to Squash Canada by assisting the Executive Director, Programs Manager and Operations Manager in their key responsibility areas. The Intern will gain valuable experience in various areas of sport administration and the operations of a National Sport Organization, including:

- Administration –assist with general administration and office duties, such as reporting, filing, office organization, database management and survey administration;
- Events – assist with the preparation of the technical aspects of events including development of event websites, registrations and promotion, and updating of scores and results into the national rankings. Assist with the interaction and support of local organizing committees. As required, provide support to Squash Canada’s 150 Play List activities;
- Website & Social Media – develop and write new programming content for the Squash Canada website and other content of interest. Work with Squash Canada’s social media platforms to increase the organization’s reach and engage its audience;
- Sport Development – assist with the administration of Coaching, Officiating, Player Development, and Long Term Athlete Development programs, and other initiatives to grow the sport of squash. Investigate best practices and options for integrating Special Olympics and athletes with a disability into the sport;
- Meetings – assist with the preparation of pre-meeting materials and post meeting follow in relation to program committee meetings;
- Various – other duties as required to support the business of the association.

## **Ideal Attributes**

- Experience in sport or event management, digital media, promotion, competition management software, or coach or officials' education.
- Strong administrative skills and experience with MS Office applications including Word, PowerPoint, Outlook and Excel. Experience with Photoshop and other digital editing programs an asset.
- Exceptional oral and written communication skills.
- Effective time-management skills and the ability to multi-task.
- Ability to work independently.
- Positive team attitude and willingness to learn.
- A strong desire to gain experience in the sport industry.
- Interest in the sport of squash and the governance of sport at a national level.
- Bilingual in French and English would be considered an asset.

## **Other Information**

The Sport Programs Intern will report to the Operations Manager and work with the Executive Director and Programs Manager to create an internship program that appropriately reflects the current needs of the organization as well as the interests and strengths of the individual. The position will be based out of Squash Canada's national office in Ottawa, Ontario. Occasional peak periods and weekend work at events may be required. **Please refer to the website for additional unpaid internships that may be available - <http://www.squash.ca/en/careers>**

## **Application**

Apply in confidence by sending via email a cover letter and resume by **April 14, 2017** to [cheryl.mcevoy@squash.ca](mailto: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.