Operations Internship Position

About AthletesCAN

AthletesCAN has a powerful vision of an athlete-centered sport system where the collective athlete voice is central to decision-making. Our mission is simple: As the collective voice for Canadian athletes, AthletesCAN influences a sport system that empowers our athletes to achieve their full potential on the field of play and beyond. In fulfilling our mission, we believe in and foster a core set of values in all that we do – leadership, courage, transparency, and excellence.

Follow us on social @AthletesCAN or AthletesCAN.ca.

Position Description

Starting Date: May 2022
Position: Operations Assistant
Type of Position: Internship (Part-Time)
Location: Remote
Reports to: Board of Directors Executive

Purpose of the Position

The Student Internship position is responsible for providing effective support to AthletesCAN staff, Board, athletes and volunteers.

Major Project Areas

- Event Management - assist with planning and delivery of events and activities, logistics for operational meetings, conferences & travel plans
- Membership recruitment & database management
- Leadership & Skills development program research & expansion
- Be familiar with AthletesCAN's organizational structure and general policies and procedures in order to effectively research and provide assistance on policy and project areas
- Provide administrative support as assigned
- Assemble information packages, printing & mailing
- Pursue AthletesCAN objectives and initiatives
- Ensure AthletesCAN policies are upheld
- Other duties as may be assigned
- Reports to the AthletesCAN Board Executive on a regular basis

Qualifications

- Bilingual (preferred but not required)
- Excellent oral and written communication skills
- Excellent organizational skills with attention to detail, the ability to multitask and meet tight deadlines
- Self motivated, proficient, and reliable
- Possess the ability and eagerness to work within a team environment
- Strong computer skills (Word, Excel, Outlook)
- Office experience required
- Open to post secondary degree or diploma students (students studying in sport or leisure are preferred)
- Understanding or experience with a sport organizational system (beneficial but not required)

Compensation

All AthletesCAN internship positions are part-time, paid roles and will be compensated with course credit and/or an honorarium at the completion of the term. Positions are also dependent on AthletesCAN acquiring appropriate funding through the 2022 Canada Summer Jobs Program.

Application Information

Interest candidates should send a cover letter, and resume to info@athletescan.ca. Please ensure the Subject Line includes your first and last name as well as Operations Internship Position by **Mar. 31, 2022**.

Please note that all recruitment will be conducted through **AthletesCAN.ca, our official social media channels** (@AthletesCAN) **and our authorized email domain** (@athletescan.ca).

If you are contacted about a position with AthletesCAN from an unauthorized account, **please do not share any personal information or engage with the sender**. AthletesCAN will not ask you unsolicited to provide this information, or to purchase anything as part of any legitimate, verified hiring process through our organization.