



## MARKETING & COMMUNICATIONS 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 visit [AthletesCAN.ca](http://AthletesCAN.ca).

### Position Description

**Starting Date:** May 2022

**Position:** Marketing & Communications Assistant

**Type of Position:** Internship (Part-Time)

**Location:** Remote

**Reports to:** Manager, Communications & Sport Partnerships

### Purpose of the Position

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

### Major Project Areas

- Preparing press releases, statements and other corporate communications
- Posting to and maintaining new AthletesCAN website – AthletesCAN.ca
- Newsletter writing and research
- Editorial/Digital content creation and editing
- Researching and identifying new potential sponsors
- Working collaboratively with Canadian Sport System partners (National & Multisport Service Organizations, athlete empowerment brands etc.)
- Pursue AthletesCAN objectives and initiatives
- Ensure AthletesCAN policies are upheld
- Other duties as may be assigned
- Report to the Manager, Communications & Sport Partnerships on a regular basis





## Qualifications

- 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
- Working knowledge of Microsoft Office, Canadian Press style and digital content creation tools (Adobe Creative Suite and/or Canva)
- Open to post-secondary degree or diploma students studying in communications, public relations, marketing, journalism, media studies, sport management or leisure are preferred)
- Understands or has experience with a sport organizational system (preferred but not required)
- Bilingual (preferred 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

Interested candidates should send a cover letter, and resume to Alan Hudes – Manager, Communications and Sport Partnerships at [ahudes@athletescan.ca](mailto:ahudes@athletescan.ca). Please ensure the subject line includes your first and last name, as well as Marketing and Communications 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.

