



## MARKETING & COMMUNICATIONS INTERNSHIP POSITION

### About AthletesCAN

AthletesCAN, the association of Canada's national team athletes, is the only fully independent and most inclusive athlete organization in the country and the first organization of its kind in the world. As the voice of over 6,000 current and recently retired Canadian national team athletes, AthletesCAN membership spans 68 sports across the Olympic, Paralympic, Pan/Parapan American, and Commonwealth Games, and those currently funded by Sport Canada competing at Senior World Championships.

AthletesCAN ensures an athlete-centered sport system by developing athlete leaders who influence sport policy and, as role models, inspire a strong sport culture, through educational resources, support, training and professional development.

Follow us on social @AthletesCAN or visit [AthletesCAN.ca](https://athletescan.ca).

### Position Description

**Starting Date:** May/June 2023

**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





### **IDEAL CANDIDATE WILL HAVE**

- 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 2023 Canada Summer Jobs Program.

### **APPLICATION INFORMATION**

Interested candidates should e-mail their resume and cover letter format by April 3<sup>rd</sup>, 2023 to: Erin Willson, President [info@athletescan.ca](mailto:info@athletescan.ca) with "Intern, Marketing & Communications" in the subject line.

For more information about AthletesCAN please visit [AthletesCAN.ca](http://AthletesCAN.ca)

We thank all candidates who apply, only those to be interviewed will be contacted.

Please note that all recruitment will be conducted through [AthletesCAN.ca](http://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.

