



Role Description - Intern, Digital Content

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.

Position Description

Term: July 1st - September 20 2024

Position: Intern, Digital Content

Type of Position: Internship (Part-Time - 15 hours per week)

Location: Remote

Reports to: Manager, Athlete Projects & Operations

Overview

This internship position is responsible for providing effective support to AthletesCAN staff, board, athletes and volunteers.

Specific Responsibilities

- Create engaging and high-quality digital content, including graphics, videos, social media posts and website posts
- Develop visual templates for AthletesCAN social media and website posts
- Identify and anticipate stories for our target audience
- Pursue AthletesCAN objectives and initiatives
- Other duties as may be assigned
- Collaborate closely with Manager, Athlete Projects and Operations and Coordinator, Digital Media & Communications

Qualifications and Commitment

- 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 Google Workspace and digital content creation tools (Adobe Creative Suite and Canva)
- Open to post-secondary degree or diploma students studying in communications, marketing, graphic design, or sport management
- Open to current or retired Senior National Team Athletes looking for additional experience or part-time work while competing
- Bilingual, English & French (preferred but not required)

Application Information

Interested applicants should e-mail their cover letter and resume to Erin Willson, AthletesCAN President, at info@athletescan.ca by 11:59PM PT on June 16, 2024. Please include "Application - Intern, Digital Content" in the subject line.

For more information about AthletesCAN please visit AthletesCAN.ca.

We thank all those who apply. Only those to be interviewed will be contacted.

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.

AthletesCAN is committed to ensuring our recruitment, selection processes and work environment are inclusive and barrier-free. At AthletesCAN, we celebrate and welcome the diversity of all employees and believe that having a team of individuals with different backgrounds, views, experience and capability working together makes us stronger and better as an organization.

Accommodation is also available upon request for individuals taking part in all stages of our recruitment and selection processes. Please advise the recruiter to ensure your accessibility needs due to a disability are accommodated. Information received relating to accommodation will be addressed confidentially.