SWIMMING
CANADA
NATATION

**SWIMMING CANADA INTERNSHIP OPPORTUNITY**

**POSITION: MARKETING, EVENTS AND COMMUNICATIONS (MEC) INTERN**
Swimming Canada, the national governing body for competitive swimming in Canada, is offering a full-time Intern of Marketing, Events and Communications. As a valuable member of the Marketing and Communications Department, the MEC Intern will provide support with special events, sponsor servicing, social media and communications.

**PRE-REQUISITE: University, College or Similar student who will be able to attain academic recognition for the internship. This position does not replace any paid position under the Ontario Ministry of Labour:**
**http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_00e41_e.htm**
**A letter from a recognized education institution will be required by successful candidate.**

**PRIMARY RESPONSIBILITIES**
- Assists with sponsor activations
- Assists with creation of invitations, tracking, and logistics for special events
- Provides support on marketing & communications special projects/events
- Assists in producing economic impact reports from Swimming Canada events
- Assists in sending out corporate communications, packages, reports etc.
- Assists in the tracking of sponsor deliverables at events
- Assists in the production of post-meet sponsor reports
- Provides logistical support for Swimming Canada events
- Assists in generating content for various Swimming Canada platforms.
- Assists in posting content and maintaining a schedule of posts for social media
- Assists in updating athlete bios
- Assists with media relations
- Assists in other duties as required

**KNOWLEDGE, SKILLS AND ABILITIES**
- Strong analytical skills and attention to detail
- Ability to work independently on multiple tasks with specific deadlines
- Strong working knowledge of Microsoft office products and key social media platforms
- Interpersonal skills and ability to deal with diverse stakeholders
- Knowledge of the sport of swimming is an asset
- Strong written and verbal communication skills
- Working level of bilingualism (French/English) is an asset

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**POSITION REPORTS TO**
Manager, Marketing & Promotions

**WORKING CONDITIONS/TIMELINES**
This is an Ottawa-based internship position with Swimming Canada working out of the head office. Internship will commence September 2017 with exact hours and start/end dates to be negogiated with chosen applicant.

**APPLICATION PROCESS**
Interested applicants are asked to send a resume and cover letter outlining their experience and qualifications to communications@swimming.ca with the subject Internship Opportunity. Applications will be received until August 7, 2017.