



SWIMMING / NATATION CANADA JOB POSTING

Position	Intern, Marketing and Communications
Reports to	Senior Manager, Marketing and Associate Director, Communications
Location	Canada, flexible
Job Type	Open to part-time or full-time, in-office and/or remote
Date Revised	November 2023

ABOUT SWIMMING CANADA

Swimming Canada serves as the national governing body of competitive swimming. We inspire Canadians through world leading performances to embrace a lifestyle of swimming, sport, fitness and health. Canadians are global leaders in high performance swimming and development for both Olympic Program and Paralympic Program swimmers. Swimming is recognized as one of the most celebrated and successful Canadian Summer Olympic and Paralympic sports. Swimming Canada strives to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to attracting, developing and celebrating a diverse workforce that reflects the community we serve.

ABOUT THE POSITION

Swimming Canada is currently seeking two candidates per term, to fill the roles of Internship Student, Marketing and Communications, for the upcoming winter, spring, and summer terms. As a valuable member of the Marketing and Communications Department, the successful candidates will be responsible to provide support with special events, sponsor servicing, social media and communications.

This is a Canada-based internship position working out of the head office in Ottawa, and/or remotely. Start and end dates, and hours/schedule will be negotiated with chosen applicant.

Swimming Canada is committed to adapting internship opportunities to meet course criteria, and the successful candidates' strengths and interests with hands-on opportunities to do meaningful work in sport, as part of a dynamic team.

AVAILABILITY

The ideal candidates will be available to begin on or around January 15, 2024, and be available until the end of August 2024, with additional opportunities during the busy spring and summer event season. Alternatively, candidates can be available for one term. Timelines and schedules are flexible and will be discussed with each candidate.

Candidates should be prepared to be available for in-person and/or remote support of at least two of the following events:



- World Aquatics Championships – remote (Feb. 2-18)
- Olympic and Paralympic Swimming Trials in Montreal, presented by Bell – in person preferred (May 13-19)
- Olympic Games – remote (July 26-Aug. 11)
- Speedo Canadian Swimming Championships in Scarborough – in person preferred (July 24-30)
- Paralympic Games – remote (Aug. 28-Sept.8)

PRIMARY RESPONSIBILITIES

- Assist with sponsor activations.
- Assist with creation of invitations, tracking, and logistics for special events.
- Provide support on marketing & communications special projects and events.
- Assist in producing economic impact reports from Swimming Canada events.
- Assist in sending out corporate communications, packages and reports.
- Assist in the tracking of sponsor deliverables at events.
- Assist in the production of post-meet sponsor reports.
- Assist with onsite support of the Fan shop at domestic events.
- Provide logistical support for Swimming Canada events.
- Assist in generating content for various Swimming Canada platforms.
- Assist in posting content and maintaining a schedule of posts for social media.
- Assist in updating athlete bios.
- Assist with media relations.
- Other duties as required.

REQUIREMENTS

- Must be currently enrolled in a post-secondary program.
- The internship must contribute towards earning credits for a specific course as part of the program.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong attention to detail.
- Ability to work independently on multiple tasks with specific deadlines.
- Strong working knowledge of Microsoft office products and various social media platforms, including Facebook, Instagram, and TikTok.
- Knowledge or experience using a graphic design application, such as Canva, would be considered an asset.
- Interpersonal skills and ability to deal with a variety of stakeholders.
- Knowledge of the sport of swimming would be considered an asset.



- Strong written and verbal communication skills in English, with the ability to understand, speak, read and write in French would be an asset.
- Flexible and adaptable to the changing needs of the organization and priorities within the department.

COMPENSATION

An honorarium will be provided following the conclusion of each internship term.

TO APPLY

Interested applicants are asked to send a resume and cover letter to jobs@swimming.ca with the subject line “Intern, Marketing and Communications”, no later than **December 8, 2023**.

We ask that you please include the following information in your cover letter:

- The post-secondary institution and program you are enrolled in.
- The course code and title of the course that the internship would provide credits for.
- Total hours required to complete the internship.
- Your availability, including start date, end date, as well as days and hours for availability.

Swimming Canada is committed to providing accommodations. If you require an accommodation for a disability as part of the hiring process, please contact szuro@swimming.ca.

We thank all candidates for their interest, however, only candidates invited to an interview will be contacted.

The Ottawa Office is located on the traditional territory of the Algonquin Anishinabek People.