



JOB DESCRIPTION		
Position:	Canada Soccer Marketing Intern	
Reports to:	Marketing Staff	Location: Ottawa
Classification	Internship	Length of Position : Four (4) Months

Canada Soccer is looking for a student intern to join its Marketing team. This student internship position is primarily responsible for supporting and implementing the Canada Soccer Active Start Soccer Fest program.

The student intern position will report to Marketing Staff and will support a number of projects within the Department with the emphasis on program coordination and operations support.

This is a four month internship position (May to August) with approximately 35 hours per week. Of note, some work will be completed remotely.

As Canada's leading grassroots soccer program, Canada Soccer's Active Start Soccer Fests enhance community soccer club programming through the delivery of valuable financial, promotional, and technical materials. Reaching close to 150 clubs and 100,000 youth players annually, Active Soccer Fests provide an opportunity for players from coast to coast to fall in love with the beautiful game through a developmental and fun-filled event.

Responsibilities:

- Logistical coordination of Canada Soccer Active Start Soccer Fests
- Liaise with community soccer clubs, ensuring that host clubs understand and follow festival requirements
- Pack and ship festival kits as well as managing program inventory
- Develop regular program summary reports
- Support Canada Soccer's Marketing and Communications ongoing activities as required

Pre-Requisite Skills:

- Strong project managements skills with the demonstrated ability to manage multiple tasks and meet deadlines
- Strong interpersonal skills with the ability to work in a team environment
- Ability to work independently with limited oversight
- Strong communication skills - written and oral (French considered a significant asset)
- Must be able to lift 50 lbs
- Excellent working knowledge of Word, Excel and Power Point

Closing date is February 16th, 2018

The successful candidate must be registered in a practicum, internship or co-op program at an accredited Canadian post-secondary institution in an applicable field and receive credit towards your certificate/diploma/degree for the work experience in our program

Please forward your cover letter and résumé to: Cathy Breda, Manager of Administration
Email: cbreda@canadasoccer.com

Only those selected for an interview will be contacted.