



2019
Athletics Ontario Job Opportunity
Communications & Marketing Assistant – multiple positions may be available
Canada Summer Jobs (“CSJ”)

Position: Communications & Marketing Assistant (8 week term minimum)

Application deadline: April 15, 2019

Start Dates: end of April, May, June 2019 (Tentative, may be flexible)

Athletics Ontario is looking for two (2) students for limited-term (30-40 hours per week for 8-16 weeks) employment. The successful candidate will assist in sport delivery including summer camps and activations, and administrative functions in the Provincial Sport Organization’s (Athletics Ontario) head office. The Communications & Marketing Assistant will report to the Manager, Member Services, Programs & Development.

Athletics Ontario (AO) is a small but highly active, not-for-profit organization committed to supporting aspiring athletes in the sport of Athletics (track and field, cross country and roadrunning) as well as contributing to the health, fitness, social development and well being of all participants.

Tasks & Responsibilities: The participants will be responsible for contributing to our communications team with respect to research and content for use on social media, newsletters and marketing materials. Creation of materials including flyers, brochures, signage and promotional materials for use at trade shows and events. On site client service support and in person communication and promotion of our organizations' programs and services. Participants will be required to perform tasks associated with technologies including results, statistics and database management.

Requirements and Qualifications: The successful candidates will have a sound knowledge of the sport of Athletics. They will have proven writing and design skills, and will be able to work in an unsupervised environment. The successful candidate will be enrolled in a Degree or diploma program in graphic design, communications or marketing from a recognized university or college.

Eligible Student Participants: To be eligible to participate in the CSJ initiative, individuals must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Location: While this project will be supervised by Athletics Ontario at: 3701 Danforth Avenue, Toronto, Ontario, M1N 2G2, some daytime, weekend and evening work may be required off-site, during AO Camps, Championship events and other functions.

Wage Rate: \$14.00 per hour

How To Apply: Resumes should be emailed to: office@athleticsontario.ca. The deadline for receiving resumes/applications is **April 15, 2019**. Only candidates selected for interviews will be contacted. Please identify the position in the subject line in your email.



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