



**Position: Media Events Coordinator**  
**(Up to 3 positions available)**

**Term: 35 hours/week for 8-10 weeks**

**Application deadline: April 30, 2024 or until filled**

**Start Date: June 10, 2024 | End Date: August 4-18, 2024**

Athletics Ontario (AO), the Provincial Sports Organization (PSO) for Athletics is looking to hire three (3) youth for full-time (limited-term) employment as Media Events Coordinators. Successful candidates will assist our Marketing & Communications Specialist with administrative functions with the AO head office.

**Tasks and Responsibilities**

Manage and oversee the development of engaging content for social media platforms. Coordinate the creation and editing of written, video, and photo content. Attend weekly sports events and produce live social media content. Maintain a unified brand voice across different social media channels. Activities include the coordination and communication of event activities to the general public and stakeholders, through the appropriate channels as required. Major events include Ontario Championship events., local and regional events for children, youth, and seniors, and an annual awards gala and hall of fame ceremony and weekly town halls and other virtual events and programming.

**Requirements and Qualifications**

Manage and oversee the development of engaging content for social media platforms. Coordinate the creation and editing of written, video, and photo content. Attend weekly sports events and produce live social media content. Maintain a unified brand voice across different social media channels. Activities include the coordination and communication of event activities to the general public and stakeholders, through the appropriate channels as required. Major events include Ontario Championship events., local and regional events for children, youth, and seniors, and an annual awards gala and hall of fame ceremony and weekly town halls and other virtual events and programming.

**To be eligible to participate in the CSJ initiative, individuals must:**

- be between 15 and 30 years of age at the start of their 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 their 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:** These positions may be partially remote in nature (some daytime, weekend and evening work may be required off-site, during Camps, Championship events and other functions). This project may operate at the Athletics Ontario office at 3701 Danforth Avenue, Toronto, Ontario, M1N 2G2, or at events, communities and schools within the Greater Toronto Area. A reliable laptop and reliable internet access will be necessary to carry out tasks for this position.

**Wage Rate:** \$20.00/hour

**How to Apply**

The deadline for receiving resumes/applications is **April 30, 2024 or until filled**. You can submit your application online at [athleticsontario.ca](https://athleticsontario.ca) or e-mail to [office@athleticsontario.ca](mailto:office@athleticsontario.ca). Please identify the desired position in the subject line. Athletics Ontario thanks all who express an interest in this position. Only, those selected for interviews will be contacted.

*Athletics Ontario (AO) is a small, highly active not-for-profit organization committed to supporting athletes in the sport of Athletics (track and field, cross country and, road and trail running) – and contributing to the health, fitness, social development, and well-being of all participants. AO is committed to diversity and inclusivity in employment, and invites applications from qualified individuals of diverse backgrounds. AO is committed to providing accommodations for people with disabilities; if you require an accommodation, we will work with you to meet your needs.*

**Athletics Ontario gratefully acknowledges the Government of Canada for the funding to support this opportunity.**

