



**POSITION:** *COMMUNITY ENGAGEMENT COORDINATOR*

**LOCATION:** 102-3 CONCORDE GATE, TORONTO, ON M3C 3N7

**ORGANIZATION MISSION:**

If you believe in the importance of sport and physical activity in building healthy communities, we want to meet you!

SPORT4ONTARIO is a not-for-profit, nonpartisan organization dedicated to the promotion of sport and physical activity in Ontario.

**PURPOSE OF POSITION:**

The Community Engagement Coordinator, under the supervision of the Project Manager will assist with all aspects of stakeholder engagement. They will facilitate collaboration and knowledge sharing both inside and outside of the sport sector by organizing networking opportunities and outreach efforts.

**TYPE OF POSITION:** Internship

**Term:** January 15<sup>th</sup> to April 25<sup>th</sup> 2014 (3-5 days/week on a flexible basis)

**DUTIES and RESPONSIBILITIES** include but are not limited to those outlined below:

**Community Outreach**

- Planning and facilitation of the student intern networking, professional development, feedback and evaluation program
- Planning and facilitation of networking events for the Ontario amateur sport sector
- Conducting outreach and maintaining relationships with community groups in priority neighbourhoods in Toronto
- Research and contribute to sample policies for inclusive sport and recreation organizations
- Film and edit digital storytelling content to showcase success stories of diversity in sport
- Research emerging trends in the sport sector and draft communications to stakeholders
- Provide administrative support
- Perform other duties as assigned

**EDUCATION, QUALIFICATIONS and EXPERIENCE:**

- Must be a post-secondary student with completion of internship required for graduation
- Have an interest in promoting sport and physical activity

- Preferably students in sport management, health promotion, public policy or community development
- Demonstrated oral and written communication skills
- Be neat in appearance, punctual and professional in attitude
- Work completed must be thorough with attention to detail
- Excellent organizational & time management skills
- Proficient with Word, Excel, Outlook, Powerpoint
- Demonstrated ability to work unsupervised
- Demonstrated ability to handle multiple tasks and projects
- Digital media skills such as social media, graphic design and video editing considered an asset

**Compensation:** Will be compensated for expenses directly related to the internship (e.g. parking, mileage, etc.)

**TO APPLY:**

**Please forward your resume and cover letter (max. 3 pages) electronically by Dec 10, 2013 to:**

Meaghan Griffin

mgriffin@sport4ntario.ca

SPORT4ONTARIO is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted.