



**2021  
Athletics Ontario Job Opportunity  
Canada Summer Jobs ("CSJ")**

**Position: Media Events Coordinator – 2 positions available**

**Term: Full-time: Approximately 35 hours per week for 16 weeks**

**Application deadline: Sunday May 16, 2021      Tentative Start/End Dates: June 7 to September 26, 2021**

Athletics Ontario is looking to hire two (2) youth for full-time (limited term) employment. The successful candidates will assist in sport delivery including camps, Try-It events, activations, virtual programming and administrative functions in the Provincial Sport Organization's (Athletics Ontario) head office.

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:**

Develop and curate engaging content for social media platforms. Assist in the creation and editing of written, video, and photo content. Attend weekly sports events and produce live social media content. Maintain 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. Events include Provincial Championships, 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:** The successful candidates will have a sound knowledge of the sport of Athletics and will have experience or post-secondary education in digital media, marketing, event management, sport administration and communication. They will have proven verbal and written communication skills, will have a good working knowledge of Microsoft Office and Google applications, able to work in an unsupervised environment, and be comfortable using Zoom or other video conferencing methods of communication. National Coaching Certification Program (NCCP) certification, in particular, Athletics Run Jump Throw Wheel, would be an asset.

**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:** Due to COVID-19, 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. A reliable laptop and reliable internet access will be necessary to carry out tasks for this position.

**Wage Rate:** \$14.25 per hour

**How to Apply:** The deadline for receiving resumes/applications is **May 16, 2021**. Submit your application online at: <https://athleticsontario.ca/canada-summer-jobs-application-2021/> or email your resume to: [office@athleticsontario.ca](mailto:office@athleticsontario.ca). Please identify the position in the subject line in your email. Athletics Ontario thanks all who express an interest in this position and advises that only those selected for interviews will be contacted.

*Athletics Ontario is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. Athletics Ontario is also 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 provided to support this job opportunity