



**2022
Athletics Ontario Job Opportunity
Canada Summer Jobs (“CSJ”)**

Position: Coordinator, Communications – 2 positions available

Term: Full-time: Approximately 40 hours per week for 16 weeks

Application deadline: Monday April 18, 2022. Tentative Start/End Dates: May 2 to August 20, 2022

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:

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 the Canada Summer Games Team Ontario support, Ontario Summer Games Team support, Ontario ParaSport Games team support, and 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: 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 Adobe, Microsoft Office and Google applications, Instagram, Facebook, TikTok, Twitter, Livestreaming, photography, video production, and website Content Management Systems, able to work in an unsupervised environment, and be comfortable using Zoom or other video conferencing methods of communication.

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

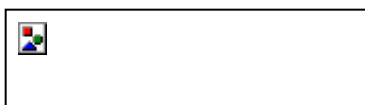
- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and
- have a valid Social Insurance Number at 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: \$20.00 per hour

How to Apply: The deadline for receiving resumes/applications is **April 18, 2022**. Submit your application online at: <https://athleticsontario.ca/2022-canada-summer-jobs-at-athletics-ontario/> or email your resume to: 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**