



## CANADA BASKETBALL INTERNSHIP OPPORTUNITIES

Canada Basketball is the national sport governing body for amateur basketball in Canada. Located in Toronto, Canada Basketball is a not-for-profit organization with the Mission: “We aspire to excellence in leading the growth and development of the game at home, and in pursuing medal performances on the international stage” and Vision: “Recognized as a world leader in all aspects of basketball, and consistently reaching the podium in FIBA competitions and the Olympic Games.”

Length and Term: The position will run from May to August 2025 (4-month term).

Application Deadline: February 3, 2025

These are paid positions earning \$17.20/hr. for 37.5hrs per week.

### Skills & Abilities

- Close attention to detail and accuracy, with ability to follow through.
- Sound judgment, problem-solving skills, and the ability to take initiative.
- Ability to deal with personal information in a confidential, ethical, and professional manner.
- Possess excellent organization and implementation skills, as well as creative thinking skills.
- Must be able to handle multiple tasks simultaneously and prioritize appropriately in a fast-paced environment.
- The ability to work independently, maintain tight schedules and work flexible hours.
- Present a professional and mature attitude in dealing with team members, sponsors, and the public.
- Willingness to assist in other programs of the organization, as required.
- Knowledge of the Canadian sport system and the provincial and national basketball environments is an asset.
- Bilingual French/English is an asset.

Canada Basketball is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. We welcome and encourage applications from First Nations, Metis and Inuit peoples, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, ethnic origin, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability or any other protected ground of discrimination.

We recognize that organizations may miss out on applicants who screen themselves out of the process because they do not meet every qualification; this is especially true for equity-deserving groups. If you're excited about this role but feel that your experience doesn't perfectly match our job posting, we still encourage you to apply. Tell us your story and/or show us in your cover letter what you bring to the table beyond the listed qualifications.

As a condition of employment, the successful candidate will be required to undergo a successful background check.

CB welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

*We thank all applicants for their interest, however, only those being considered will be contacted.*

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**BUSINESS OPERATIONS & EVENTS INTERN (1 position available)**  
Interested candidates should send their resume to [jarone@basketball.ca](mailto:jarone@basketball.ca)

The successful candidate's primary mandate is to work with the Canada Basketball Business Operations & Events Department to assist, coordinate, implement, and execute programming and logistical details within Canada Basketball's business.

**Skills and Responsibilities**

- Provide operational support to the organization through project management, events, and warehouse operations.
- Attention to detail, strong communication, organization, project management skills, working knowledge of Microsoft Office applications, and the desire to learn and jump in where and when needed, will help you to excel in this position.
- Core responsibilities include inventory tracking and management, vendor communications to obtain quotes and complete purchases, and assistance with development of departmental presentations.
- Assist with development of various event schedules.
- Assist with domestic based event(s), including set-up, execution, and tear down of event(s).
- Assist with operations and logistics for GLOBL JAM, Canada Basketball's marquee summer event. This position will require a quick thinker and someone who will tap into this project with ease to take on vendor agreements, procurement, scheduling, and various other tasks assigned.
- As time permits, the Events intern will also assist with planning of the 15U National Championships and the National Indigenous Basketball Camp, also held during the summer of 2025.
- Assist with early planning of the men's FIBA Basketball World Cup 2027 Qualifiers games to be held in late 2025 or early 2026.
- Assist with project management and warehouse operations through shipping, receiving, inventory, and organization of event materials.
- Work collectively and collaboratively, with the Business Operations team including Retail & Partnerships, Community, Stakeholder Relations, and Communications & Content groups.
- Support the implementation of Canada Basketball's Unified 2024 mission into our day-to-day culture.
- Knowledge of Canva is an asset.
- Valid drivers' license is required. Access to a vehicle is an asset.