



Communications Intern

Volunteer Opportunity 3-Month Internship

Canoe Kayak Canada is the national governing body for competitive paddling in Canada, one of Canada's top performing summer sports with a total of 28 Olympic medals, 1 Paralympic medal, and a leader in the Paralympic movement. Canoe Kayak Canada is a member-based organization that includes an intricate network of clubs as well as provincial, territorial and divisional paddling associations. Elite National Team athletes proudly represent Canada at various competitions around the globe – most notably the Olympic Games, Paralympic Games, Pan American Games, ICF World Cups as well as Junior, Under 23 and Senior World Championships.

A. General Description

The Communications Intern will be responsible for assisting with the delivery of the CKC communications team objectives including support in organizing and executing our digital content plans. Primary responsibilities will include administrative support in content migration for the new CKC website build.

B. Qualifications:

- Currently pursuing education in the field of sport and/or communications
- Knowledgeable and/or experience within the Canadian sport system and/or canoe kayak
- Previous volunteer experience in the field of sport and/or communications

C. Specific Responsibilities

- Assist with website content migration
- Assist with website updates
- Assist with digital content creation
- Assist with the design of CKC's Annual Report
- Assist with promotional content as needed

D. Skills

- Experience working with digital content platforms (WordPress, Canva, and other online tools)
- Must be proficient with Microsoft Office suite of programs
- Possess organizational skills and strong time management skills
- Ability to work independently and collaboratively, under guidance and supervision
- Excellent interpersonal skills
- Bilingualism considered an asset



E. Reporting Structure

Reporting to the Communications Lead and the Communications Coordinator, this volunteer placement will allow the candidate to gain experience in the field of sport communications and an understanding of the operations of a National Sport Organization in the Canadian sport system.

F. Position Timelines and Location

The volunteer position will be remote. The National Office is located in Ottawa, Ontario. This is a flexible, part-time position, 10-15 hours per week. Candidate must possess their own digital devices, and CKC will provide access to the online tools necessary.

Start Date: February 28, 2025

End Date: May 30, 2025

G. How to Apply

If you possess the passion and qualifications for this position, please submit your resume along with a cover letter outlining why you believe you are the person we are looking for. Only potential candidates will be contacted for interviews.

Send your application to: canoekayak@canoekayak.ca

Email Subject Line: Communications Intern

Documents Required: Resume and Cover Letter

Application deadline: February 12, 2025

CKC is committed to creating an inclusive and diverse work environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

CKC welcomes and encourages applications from First Nations, Metis and Inuit peoples, racialized persons, persons with disabilities, women and/or 2SLGBTQ+. Accommodations are available on request for candidates taking part in all aspects of the selection process.

CKC Head Office is built on un-ceded Anishinaabe Algonquin territory. The peoples of the Anishinaabe Algonquin Nation have lived on this territory for millennia. Their culture and presence have nurtured and continue to nurture the land and water we paddle on. CKC honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to Turtle Island.