



**Title:** Intern, Marketing & Communications

**Reports to:** Senior Advisor, Communications and Digital Media

**Location:** Hybrid if candidate based in Ottawa; Remote if elsewhere

**Term:** May 26, 2025 - August 29, 2025

**Type:** Full-Time, 35 Hours/Week  
*Note: Extended hours required for the duration of the 2025 Canada Summer Games in St. John's, NL (August 8 - 24, 2025)*

The Canada Games strengthen the fabric of Canada through the power of sport. Held once every two years, alternating between winter and summer, the Canada Games represent the highest level of national competition for the next generation of Canadian athletes. The Games have been hosted in every province and the Yukon Territory at least once since their inception in Quebec City during Canada's Centennial in 1967, and are proud of their contribution to Canada's sport development system in addition to their lasting legacy of sport facilities, community pride, citizen engagement and national unity. As the Games move from one host community to the next, the Canada Games Council (CGC) provides the continuity, leadership and support to Host Societies in key areas through CGC's Transfer of Knowledge (TOK) Program. The CGC is also responsible for the sustainable development of the Canada Games Movement and long-term partnerships with national sport organizations, Federal-Provincial / Territorial governments, the corporate sector, broadcasters and the media.

### **Job Summary**

The Intern, Marketing & Communications will work closely with the Marketing, Communications & Partnerships department of the Canada Games Council to advance the organization's ability to reach greater audiences by supporting content creation, storytelling and digital asset management for the organization. The intern may also be asked to provide support to other departments within the Canada Games Council as required.

The CGC is seeking an organized and ambitious Intern that is eager to make their mark and make a difference. The Canada Games are about sparking greatness in the next generation of Canadian athletes and leaders. Part of that is in telling the stories of the incredible athletes, coaches and builders that have gone on to achieve great things in their sporting, personal and professional



careers after participating in the Canada Games. The opportunity is to contribute in a meaningful way to a values-driven organization, while learning and developing new skills in the process.

### **Key Responsibilities**

- Research and develop stories and written content about the Canada Games for use on social media and website platforms
- Write feature stories about Canada Games athletes, alumni, and stakeholders in alignment with the Canada Games content calendar
- Research, curate and create custom content of various formats about, and for, athletes that have competed in the Canada Games from 1967 to aspiring future Canada Games athletes
- Assist in developing creative content using graphic design and video editing software
- Assist with managing CGC's social media channels, including posting content and social listening
- Update the CGC's digital media (image and video) databases
- Assist with updating the Canada Games website using the WebFlow platform
- Other special projects and responsibilities, as assigned

### **Skills Required**

- Current post-secondary student in which program of study requires an internship or placement, or a recent post-secondary graduate, preferably in Journalism, Marketing, Public Relations, Sport Management or Graphic Design;
- Proficiency in Google Workspace (Drive, Gmail, Sheets, Slides, etc.) highly desirable
- Ability to work independently and in a team environment
- Experience developing written content and feature stories for media, social, or web platforms
- Ability to prioritize and initiate without extensive supervision
- Strong interpersonal skills
- Proficiency in graphic design, website management and video editing an asset
- Experience using Canva and Webflow considered an asset
- Excellent attention to detail and organizational skills
- Bilingualism (English and French) is a strong asset.

**Application Deadline: Sunday, February 16, 2025**

[CLICK HERE TO APPLY](#)



Persons are entitled to participate in the selection process in the official language of their choice. Applicants are asked to indicate their preferred official language in their application.

The Canada Games Council is committed to building a skilled team that is reflective of Canadian society. We are on a journey to better support equity, inclusion and belonging. We welcome and encourage applications from all backgrounds, including Indigenous persons, Black and Persons of Colour, persons with a disability, Newcomers and members of the 2SLGBTIQ+ community.

The Canada Games Council is located in Ottawa, on the traditional and unceded land of the Algonquin Anishinabeg People.