



JOB POSTING

INTERNSHIP-ATHLETE SERVICES AND ENGAGEMENT

Job Summary

As an Athlete Services & Engagement Team (ASET) Intern, you will play a key supporting role in assisting the Canadian Paralympic Committee's Athlete Services & Engagement Team (ASET) in connecting with Paralympic athletes and alumni in a meaningful and organized manner. Throughout this internship, you will gain valuable hands-on experience in administration and engagement coordination. You will work with other departments of the Sport Team (including Systems and Services, Performance Sciences, Research & Innovation, Performance, and Games Operations) to assist in events, data entry, management meetings, and Games preparation. This is an excellent opportunity for someone interested in sport management, athlete relations, and Games organization, particularly within the Paralympic movement.

Type: Flexible work hours, with the expectation of approximately 15-20 hours per week.

Duration: The internship will run from approximately the end of March 2025 to the end of November 2025.

Reports To: Manager, Athlete Services & Engagement

Location: Remote within Canada, with travel to Ottawa or other locations if required.

Paid internship

Must be a Paralympian (active or retired)

Main Duties and Responsibilities

Athlete Engagement & Relationship Management

- Assist in providing administrative support to managing athlete engagements.
- Help track, monitor, and report on athlete engagement goals, ensuring alignment with CPC's objectives.



- Provide support with athlete engagements, including ensuring athletes have the necessary support pre and post engagements.
- Maintain organized records of athlete engagement activities, including schedules, progress updates and feedback surveys.
- Develop a proposal for additional opportunities for athlete engagements.

Athlete Services Coordination & Communication

- Assist in the coordination and execution of Athlete Council meetings and events, including logistics, communication, **and** material preparation.
- Assist with the development and implementation of Alumni initiatives.
- Attend meetings and develop working relationships with other organizations in the sport system such as Game Plan, AthletesCAN, etc.
- Support with the development and maintenance of the athlete-focused communication methods (newsletter, social media, website).

Data Entry & Research

- Assist with the ongoing addition of athlete information into a database.
- Research historical information on Paralympic teams and compile updated information on Paralympians (current and Alumni).
- Engage in the grant selection and project evaluation process.
- Support the CPC's Research & Innovation Strategy.

Event Support

- Provide support to during Para Tough Cups in a variety of roles such as set up, station assistant lead, fireside chats, clean up, etc.
- Assist in the preparation and execution of athlete activations.
- Attend staff retreat to develop a strong understanding of the CPC as a National Paralympic Committee and the variety of teams in which it is comprised.



Collaboration with Internal Teams

- Work closely with internal teams (such as Marketing & Communications, Partnerships, Performance, Paralympic Foundation of Canada) to support the delivery of athlete and alumni initiatives.

Additional Responsibilities

- Depending on the interests of the successful candidate, there may be opportunities for a variety of additional responsibilities and learning enterprises.

Qualifications

- **Must be a Paralympian (active or retired).**

Education

- University or College Diploma in Sport Management, a related field, or equivalent work or life experience.

Knowledge and Skills

- Strong organizational and time-management skills with the ability to prioritize multiple tasks.
- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Basic understanding of athlete relations and sport system alignment, with an interest in Paralympic sport considered an asset.
- Excellent communication skills (written and verbal), with the ability to collaborate effectively with both internal teams and external partners.
- High attention to detail, with a strong ability to track and manage information.
- Ability to work both independently and as part of a team.
- Being bilingual in English and French is an asset.

Personal Characteristics

- Motivated and eager to learn in a fast-paced, dynamic environment.
- Positive, proactive attitude with a willingness to contribute to a variety of tasks.
- Strong interpersonal and relationship-building skills.



- Adaptable, with the ability to work on multiple projects and meet deadlines.

Application Process:

If you share our passion for sports and are committed to the CPC values, please submit a cover letter and your resume.

Please apply through BambooHR using the following link:

<https://paralympic.bamboohr.com/careers/104?source=aWQ9Nw%3D%3D>

Deadline to apply: **February 21st, 2025**

Please note that only those selected for an interview will be contacted.

CPC 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 without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, record of offenses, age, marital status, family status, or disability. CPC welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.