

Event Management & Community Outreach Coordinator

We're looking for an enthusiastic and community-minded intern to join our team for an exciting eight-week summer placement. This role offers hands-on experience in event planning, program delivery and community engagement leading up to the IWB Wheelchair Basketball World Championships, coming to Ottawa, Ont., from Sept. 9-19, 2026.

Contract Terms:

- 8 weeks (July 7-August 29, 2025)
- \$17.20/hour, 35 hours/week
- Hybrid position, based in Ottawa, Ont.
- Full-time summer student contract
- Occasional evening and weekend hours may be required
- Travel and event attendance required as needed

Key Responsibilities:

- Support the Schools Program Coordinator in delivering an educational wheelchair basketball program in Ottawa-area schools
- Assist with scheduling, communications, material prep and on-site support for school presentations and gym sessions
- Collect and track participant feedback, and support follow-up communications with participating schools
- Coordinate and support pop-up wheelchair basketball events in community spaces, parks and public venues
- Help organize and deliver programming at summer camps and with local community groups, including setup, participant engagement and event tear-down
- Support the coordination and delivery of an Ottawa2026 sponsor event, including logistics and on-site operations
- Assist with sponsor activations at community events and program sites, helping to bring partner initiatives to life
- Capture content for social media, including photos, videos and interviews
- Provide general event planning support, including volunteer coordination, operations support, and promotional activities
- Additional responsibilities related to day-to-day marketing and communications initiatives for the Ottawa 2026 IWB Wheelchair Basketball World Championships

Qualifications:

- Currently enrolled in or recently completed a post-secondary program in event management, sport administration, recreation, education, marketing or a related field
- Strong organizational and communication skills
- Comfortable working with children, youth, educators and diverse community groups
- Self-motivated, flexible, and a team player with a positive attitude
- Experience in adaptive sport or inclusive programming is a strong asset
- Bilingualism (English/French) is an asset

- Access to transportation is an asset (some travel within Ottawa required)

Eligibility Requirements

- Between 15 and 30 years of age (inclusive) at the start of employment
- A Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- 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
- All employees will need to submit a Police Record Check with Vulnerable Sector Screen
- As this job requires travel, you must have access to a smartphone and have a valid driver's license

What You'll Gain:

- Real-world experience contributing to a major international sport event
- Opportunities to connect with industry professionals, sponsors and community leaders
- A meaningful role promoting inclusion, sport and accessibility
- Professional development and mentorship from a passionate, experienced team

How to Apply

The application deadline is **May 30, 2025**. Applicants will be considered on a rolling basis. Applications must include a cover letter in addition to a resume. Please send applications to:

Cindy Burwell
Executive Director
Ottawa 2026 IWBF Wheelchair Basketball World Championships.
cburwell@ottawa2026.ca

We thank all applicants who apply, but only those candidates selected for an interview will be contacted.

About Ottawa2026

Wheelchair Basketball Canada will be hosting the IWBF Wheelchair Basketball World Championships, coming to Ottawa, Ont., from Sept. 9–19, 2026. As the world's largest team sport event for high-performance athletes with disabilities, Ottawa2026 will deliver an inclusive, world-class experience that celebrates sport, accessibility and community.

Wheelchair Basketball Canada is committed to creating an inclusive and diverse work environment free from discrimination and harassment so that all employees have the opportunity to reach their full potential. As 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, age, marital status, family status or disability.

For more information, visit www.ottawa2026.ca.