

JOB POSTING

Intern, Events & Ontario Soccer Summit

Position Title: Intern, Events & Ontario Soccer Summit
Position Term: January 2023 – April 2023
Location: Vaughan, Ontario
Reports To: Manager, Partnerships and Events

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

Ontario Soccer is actively searching for a talented and ambitious Events and Ontario Soccer Summit Intern, who is passionate about partnerships, event management, brand marketing, and business development. Come apply your knowledge at Canada's largest provincial sport organization!

Founded in 1901, Ontario Soccer is comprised of more than 550 Clubs and Private Academies servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 9,000 match officials, as well as countless volunteers, parents and supporters. This creates a vast, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our membership, partners and other stakeholders.

An overall goal of Ontario Soccer is to assist with the development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel, and encourage community involvement at all levels. Through the beautiful game we aspire to Play. Inspire. Unite.

Position Summary:

Reporting to the Manager of Partnerships and Events, this internship role will assist with planning of the 2023 Ontario Soccer Summit. Ontario Soccer's flagship event, the Soccer Summit is Canada's leading soccer development conference. Taking place February 24-26, 2022 in Ottawa, the planning and organization of the Summit begins well before. Supporting the team of Event Coordinators, there may also be limited weekend work required in the execution of various Ontario Soccer Events.

Primary Duties and Responsibilities:

Ontario Soccer Summit

- Support online registration and ticketing system set-up and deployment;
- Monitor registration numbers and contribute to direct sales initiatives;
- Assist with Summit promotion in cooperation with the Communications Department;



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- Help to manage vendor relationships, source quotes, and monitor agreement deliverables;
- Update and maintain official event app;
- Assist in the overall planning process;
- Attend Committee and Department meetings;
- Develop post-event participant survey.

General

- Plan and prepare for various events including Ontario Indoor Cups;
- Coordinate and execute event day operations;
- Contribute to and maintain applicable sections on the Ontario Soccer website;
- Support relationships with stakeholders both internal and external;
- Additional duties, as assigned by Ontario Soccer.

Requirements:

- **Must be receiving a course credit for completing the internship. Please ensure this is clear in both your cover letter and resumé. Those not actively enrolled in a post-secondary environment will not be considered.**
- Demonstrated effective verbal and written communication skills.
- Reliable and professional representation of Ontario Soccer.
- Ability to work flexible hours, including some weekends and off business hours

Applicants NOT currently enrolled in an internship program at a post-secondary institution will not be eligible.

Qualifications:

- Computer skills - *graphic design an asset*;
- Detail-oriented and organized;
- Independent self-starter and able to work well and productively with colleagues and within team settings;
- Takes initiative and enthusiastic approach to work;
- Ability to juggle multiple projects at the same time.

Ontario Soccer is committed to fostering an inclusive and accessible environment. As such, Ontario Soccer will consider applicants that meet the requirements, and that reflect and support the diversity of the soccer community.

Please submit your cover letter and resume (with Intern, Conference & Events as the subject) to:
jobs@ontariosoccer.net
Submission Deadline: **Open until filled**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.



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