

## Job Posting

### Social Media and Communications Intern

**Position Title:** Social Media and Communications Intern  
**Position Term:** January – April 2023  
**Location:** Vaughan, Ontario  
**Reports To:** Manager, Digital Strategy and Communications

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#### 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 talented and ambitious individuals who are passionate about the field of sport management and want to apply their knowledge at Canada's largest provincial sport organization.

Founded in 1901, Ontario Soccer is comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 10,000 match officials, as well as countless volunteers, parents and supporters comprising a direct, 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.

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#### Position Summary:

The successful candidate's primary mandate is to assist Ontario Soccer's Communications Department in the area of social media by creating and publishing content, interacting with Ontario Soccer's social media followers, assisting with the management of Ontario Soccer's social media content calendar, flagging and responding to inquiries and messages on Ontario Soccer's various social channels, compiling data on social media campaigns and more.

#### Roles and Responsibilities:

- Assisting with the creation of content for Ontario Soccer's social media channels;
- Creating templates and graphics to support Ontario Soccer events;
- Assisting with creation of graphics to support social content and other digital areas in general;



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- Reviewing user generated comments & posts in a timely manner;
- Assisting with compiling digital analytics and monthly reports on web and social media metrics;
- Monitoring social media trends;
- Occasional weekend work may be required, with lieu days provided, to assist with events.

#### Requirements

- Experience with social media platforms, including but not limited to Instagram, Facebook and Twitter;
- Strong writing, editing and research skills;
- Understanding of soccer is required, while a strong knowledge of amateur, professional and international leagues is considered a strong asset;
- Strong team player, with the ability to work independently;
- Sport event support experience a plus;
- Experience working with Adobe Photoshop and Adobe Illustrator, and other web based graphics programs a plus;
- Experience with website management considered an asset;
- **Must be receiving a course credit for completing the internship**

#### Note:

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which may be assigned from time to 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. Ontario Soccer is seeking to provide fair, equitable, and accessible opportunities for all employees and prospective employees. Accommodations during the application process are available upon request.

Please submit your cover letter and resume (Social Media and Communications Intern as the subject) to:

[jobs@ontariosoccer.net](mailto:jobs@ontariosoccer.net)

**Submission Deadline: Friday December 2, 2022**

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



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