**ST. ANDREW’S COLLEGE**

**JOURNALISM INTERNSHIP**

**FALL 2022**

**LOCATION:** St. Andrew’s College

15800 Yonge Street

Aurora, ON L4G 3H7

**DATES:** September to December, 2022

**ABOUT ST. ANDREW’S COLLEGE**

Founded in 1899, St. Andrew’s College (SAC) is an independent, all-boys university preparatory school for Grades 5-12. Located 40 minutes north of Toronto, SAC’s 126-acre campus is home to a mix of 650 boarding and day students from 25 countries. As set out in our mission statement, SAC’s rigorous academic program is complemented by a wide range of co-curricular activities designed to develop “the complete man and well-rounded citizen.” All boys participate in the extensive athletic program (71 teams across 22 sports) and the 116-year-old Cadet Corps. Graduates gain entry to top universities in Canada, the U.S., and abroad and are part of a network of 6,000 Old Boys around the world. To find out more, visit our website at [www.sac.on.ca](http://www.sac.on.ca)

**OBJECTIVE**

The objective of the St. Andrew’s College Internship program is to provide students currently enrolled in College or University Sport Business Programs with experience working in journalism. Students will get hands on experience working on athletic programming and event delivery. Our goal at St. Andrews College is to provide our interns with opportunities to work with a team who manages the school Athletic Department. While your primary internship will focus on journalism, you will be involved as an intern working with a team on the day-to-day event management, marketing, communications, and promotions (MARCOMMPRO) of the St. Andrew’s College Athletic Program. Our focus will be to ensure students conclude their internship with a better understanding of the opportunities that exist for a career in an Athletic department at the College or University level.

**REPORTING TO:**

Associate Director of Athletics

**ROLES & RESPONSIBILITIES**

* Support and develop professional web contents
* Write articles pertaining to the events and games taking place within the St. Andrew’s College Athletic Department
* Assist with the website on a daily basis and ensuring it is up to date with compelling articles
* Support the development and production of team communication materials
* Creating templates to post before and after games
* Updating templates to post for after games
* Assist with the production of all department, program, team, and athlete centered promotional materials and presentation
* Work with the SAC Communications staff to provide event information

**KEY ATTRIBUTES**

* Currently working towards a college diploma or university degree in a related field: Journalism, Communications, Business Administration and / or other related programs
* Experience with writing and editing sports related articles
* Adept at interviewing and communicating with Athletes, Coaches, and other Athletic staff
* Ability to prioritize multiple tasks appropriately, in a fast-paced environment
* Strong interpersonal skills
* Detailed oriented
* Excellent oral communication skills
* Strong team player, with the ability to work independently
* Proficient in all Microsoft Office platforms (Word, Excel, PowerPoint, Outlook)
* Quick study and willingness to learn
* Knowledge of the Canadian Sport System

**LEARNING OUTCOMES**

Selected candidates will develop essential skills and gain valuable experience in one or more of the following areas with the aim to prepare them for successful careers in sport:

* Journalism
* Business Research and Development
* Pre-Event Promotional Planning
* Brand Management
* Event Management
* Event Execution
* Marketing / Promotions
* Campaign Coordination

**COMPENSATION:**

An honorarium of up to $1,500 is provided for a full-time internship position.

**HOW TO APPLY:**

Please send all cover letters and resumes by **May 31st, 2022** to [**hr@sac.on.ca**](mailto:hr@sac.on.ca) citing the position title in the subject line. We thank all applicants for their interest; however only those selected for an interview will be contacted.

To be considered for these positions, all applicants must be currently enrolled in a program approved by a College or University and require the internship for academic credit required to graduate.

**REFERENCES ARE REQUIRED UPON REQUEST**

*St. Andrew’s College has long been committed to ensuring our boys learn how to engage appropriately with others in the community so that they can develop healthy, meaningful, and sustained human relationships. Our policies and programs speak to the necessity for schools to be inclusive and to enact proactive approaches to interrelationships. As an employer we model and value equity, diversity, and inclusivity. By extension, we are committed to providing accommodations for persons with disabilities. If you require an accommodation through the recruitment process, please contact Human Resources at 905-727-2580.*

*At St. Andrew’s College we are committed to providing and maintaining a safe school environment for all. Consistent with this commitment, the school has established a COVID-19 Vaccination Policy which requires all employees and students to be vaccinated from COVID-19 . Exemption to this policy is based on medical condition. In addition, employees must provide a satisfactory vulnerable sector screening as a condition of employment.*