



FIELD HOCKEY ONTARIO
Box# 80030
Appleby Line, Burlington, ON
L7L 6B1
tel: 1 (877) 605-0855
info@fieldhockeyontario.com

Position: Fall Admin & Events Intern
Reports to: Admin & Events Coordinator
Length of Term: September 2022 - December 2022

Field Hockey Ontario (FHO) is looking for a hardworking and committed student to assist in a number of upcoming events, including May Meltdown 2023, Try-It Events, and the 2023 FHC National Championships. The Admin and Events Intern will report to the Admin and Event Coordinator and will be expected to contribute during the planning, set-up, and execution of the events, with additional responsibilities including monitoring the registration system, corresponding with venues and teams, and scheduling.

FHO is the provincial association that leads, grows and promotes outdoor and indoor field hockey in Ontario by engaging clubs, developing qualified coaches and officials, and supporting athletes at all developmental stages. At FHO, we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our players, coaches, officials, members, and our sporting community at large.

FHO is proud to be an equal opportunity organization starting with the board, employees, volunteers and committee members. We are committed to creating an inclusive and diverse work environment where all individuals feel safe and welcome. 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. FHO welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Successful candidates are required to have use of their own computer, phone and working space, in addition to transportation to and from meetings and events. Expenses related to the position will be reimbursed as per FHO policies.

This position will be performed primarily remotely, with team communication through online conferencing platforms, phone calls, and emails. FHO staff may resume in-person meetings once the Government of Ontario and Public Health guidelines are in place to ensure safety of staff in public meeting locations.

Key responsibilities include:

- Assist the Administrative and Event Coordinator in communicating with venues, FHO members, coaches, teams and officials.
- Work with the Communications and Administration Intern to prepare and schedule event promotion content.
- Assist with the creation of new and updated memberships on PowerUp and the corresponding communication to FHO members as necessary.





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- Schedule and venue planning for FHO events.
- Assist in the general maintenance of FHO email and website.
- Work with the FHO membership database to accurately check athlete eligibility and membership status.
- Assist in the set-up, execution, and tear-down at one or multiple events.
- Post-event reporting as required.
- Other administrative duties as assigned.

The Ideal Candidate:

- Has experience in sport/event operations.
- Is highly organized, adaptable and a team player.
- Is comfortable working in a remote environment.
- Must be a resident of Ontario during the period of employment.
- Must be eligible to work in Canada and have a Social Insurance Number.

Submission of Applications:

The deadline for applications is **Monday, August 1st, 2022**. Interested candidates are asked to forward a resume and cover letter detailing their suitability for the position by email to events@fieldhockeyontario.com. **Please include Admin and Events Intern in the subject line.**

We thank all applicants for their interest and will contact only those candidates whose skills and experience best match the requirements of the position. All applications will be treated in strict confidence. FHO is an equal opportunity employer.

