

**FIELD HOCKEY ONTARIO**

Box# 80030  
Appleby Line, Burlington, ON  
L7L 6B1

**tel:** 1 (877) 605-0855  
info@fieldhockeyontario.com

**Position:** Social Media & Communications Intern

**Reports to:** Executive Director and 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 the planning, marketing, and execution for a number of upcoming events and general FHO administration. The student intern will be responsible for assisting the Admin & Events Coordinator in aspects such as data management, scheduling and creating social media content, website updates, and communications with FHO members and stakeholders.

Field Hockey Ontario (FHO) is a not-for-profit, mostly volunteer run organization, and works to grow and promote field hockey and indoor field hockey in Ontario by engaging clubs, developing qualified coaches and officials, and supporting athletes at all developmental stages. The position of Social Media and Communications Intern will be completed during the 2022 Winter semester (January to April), with placement duration and weekly hours subject to the terms of the individual's internship program requirements. Successful candidates are required to have use of their own computer, phone and working space. Expenses related to the position will be reimbursed as per FHO policies.

At Field Hockey Ontario (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.

**Key responsibilities include:**

- Work remotely to assist the Admin & Events Coordinator and Executive Director in communicating about FHO events through various forms of social media.
- Oversee all FHO social media accounts and maintain a regular upload schedule.
- Assist in the creation of new and current social media campaigns.





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- Update FHO's website regularly to ensure accurate information and news posts are provided to members.
- Lead in the creation of content for FHO newsletter and maintain newsletter database.
- Update FHO's social media analytics document every month.
- Travel will be required to meet with staff and to facilitate programming within Ontario (primarily in GTA). Will need access to transportation.
- Assist in the set-up, execution, and tear-down at one or multiple events.
- Take photos and videos whilst at FHO events to post on social media.
- Knowledge of Canva, Constant Contact, Buffer, Flickr and other similar platforms are considered an asset.
- Additional responsibilities as assigned.

#### **Requirements:**

- Must currently be enrolled in a post-secondary institution in a sport/event management, communications, marketing, public relations or related discipline.
- Excellent interpersonal skills with the ability to communicate verbally and in writing with staff, athletes, volunteers, suppliers and the public in a pleasant and professional manner.
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines.
- Is available to work weekends and travel to and from events.
- Have access to a computer, office, and Microsoft Office Applications.
- Valid Canadian Driver's License and access to transportation/own vehicle.
- 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 info@fieldhockeyontario.com. **Please include Social Media & Communications 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.

