

## ONTARIO VOLLEYBALL EMPLOYMENT OPPORTUNITY

### Communications Intern

**Location:** Remote and onsite hybrid in the Toronto office leading up to April 2022 and then split time between Paramount Fine Foods (Mississauga) or RIM Park (Waterloo)

**Supervisor's Title:** Communications Coordinator

**Position Level:** Part-time, contract - will work with students to secure at least 3 days per week leading up to Ontario Championships

**Start Date:** Week of January 10, 2022

**Salary Range:** Honorarium

**Application Posting Date:** November 4, 2021

**Application Closing Date:** November 22, 2021

### ONTARIO VOLLEYBALL ASSOCIATION

The Ontario Volleyball Association (OVA) is a non-profit member-based provincial sports organization where dedicated volunteers and professional staff provide leadership in the growth and development of indoor, beach and sitting volleyball for all Ontarians.

It is our vision to provide a fun, safe and rewarding environment through a commitment of volleyball for life. To that end, the OVA works with its partners to support athletes through excellent customer service and by offering inclusive programming on a foundation of physical literacy for all ages and abilities. The OVA will provide athletes with quality opportunities for meaningful competition and will support coaches and officials with professional development opportunities.

### JOB SUMMARY

Seeking an energetic, detailed oriented, persistent individual who wants to learn what communications for provincial-wide youth sports and events is all about. Culminating with the 2022 Ontario Volleyball Championships at RIM Park in Waterloo and the Paramount Fine Foods Centre in Mississauga, this internship will not only get your feet wet in event and sports communications, but you would finish with tangible experience for your resume and assume meaningful responsibilities right from the start.

### DEALBREAKERS

- Must be available consistently until May 2, 2022.
- Must be available to work at the 2022 Ontario Championships. (Location and hours may vary during the event - onsite from April 12 to May 2, 2022. Food and accommodation provided for event duration)

### GOOD TO HAVES

- A valid driver's licence and reliable vehicle
- Knowledge of the sport of volleyball (but not necessary)
- Comfortable shoes

If this sounds like something you are interested in, please send your resume and cover letter and availability for review.

### KEY RESPONSIBILITIES

- Lead the collection of 800+ team rosters and photos and populate the OVA Champs App
- Design digital content and ads for the OC's App and OVA social media channels
- Help design onsite branding materials for event delivery
- Gather, research and prepare communications material for internal and external audiences
- Manage and develop social media for large-scale Championship events leading up to April 2022
- Develop and post full Championship coverage and social content on-site at events
- Other tasks as needed to support the daily social and digital engagement of our channels and at Championship events
- Available to work evenings and weekends as required

### PREFERRED SKILLS

- We're looking for a creative individual with a strong understanding of graphic design and the ability to develop original content
- Familiar with social media platforms and their different uses
- Strong interpersonal skills and collaborative teamwork skills
- An excellent writer and creative thinking
- Strong multi-tasking skills and ability to prioritize
- Able to work independently and maintain contact with team members remotely and in person
- Experience with the Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro), or equivalent

### QUALIFICATIONS

- Student pursuing a post-secondary degree or equivalent experience
- Sport Association experience an asset
- Experience with a not-for-profit organization and volunteer committees an asset
- Event management experience an asset, but not required

### REQUIREMENT FOR APPLYING

- Cover letter
- Resume
- Two (2) references

The incumbent must also demonstrate the following personal attributes that reflect the OVA's Organizational Standards:

- Fostering an inclusive community
- Treating all people with dignity and kindness
- Acting with integrity in all that we do
- Utilizing collaboration to meet our common purpose
- Embracing innovation with bold creativity
- Challenging excellence and continuous learning, always



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 1-800-372-1568

Please forward your cover letter, resume and contact of two references via email, with COMMUNICATIONS INTERN in subject heading to: [dbrennand@ontariovolleyball.org](mailto:dbrennand@ontariovolleyball.org) by November 22, 2021.

**The OVA is an equal opportunity employer. The OVA is committed to providing an environment that is accessible by all and will make all reasonable accommodations for job applicants with disabilities in order to support their full participation in our recruitment process. Thank-you, for your application but only potential candidates will be contacted for an interview.**