



## HIGH PERFORMANCE & COMMUNICATIONS INTERN

### **Rugby Ontario**

Rugby Ontario is a non-profit member-based provincial sport organization. It is our vision to lead the sport of rugby in Ontario into a new era of growth through increased participation, community involvement, sound administration and successful player development.

### **Primary Objectives and Responsibilities**

The Summer Experience Program student will work closely with the High Performance Manager and Communications Coordinator on the planning, administration, and overall execution of High Performance programs and communications. The selected individual will interact with the rugby community in a variety of capacities: in-person at events, as well as by phone and online via a consistent presence on organizational email and social media.

Please note that this position may require the incumbent to work some evenings and weekends. Lieu time will be provided in such circumstances. Some tasks will be administrative, others operational and may require you to travel off-site (such as to a rugby pitch). The incumbent will support the delivery of key Rugby Ontario High Performance and Communication initiatives, such as:

#### **High Performance Program Support**

- Assist in facility booking for all provincial representative programs
- Assist in communications for provincial events
- Assist in logistical and financial administration of representative programs
- Assist in operational duties for provincial representative events and programs

#### **Communications Support**

- Writing content for Rugby Ontario's website
- Assisting with social media campaigns; planning and writing (Twitter, Facebook, Instagram, LinkedIn, etc.)
- Assisting with research and information generation: media, events, email lists, analytics, etc.
- Assisting with game day events

#### **Necessary Skills for all Applicants may include, but are not limited to:**

- Strong written skills, work ethic, with attention to detail
- Excellent time management and workplace co-operation skills
- Understanding and experience with social media platforms
- Understanding of sports and rugby considered a valuable asset



### **Eligibility Requirements for Student Applicants:**

Students hired by recipient organizations must meet the eligibility criteria of the Ontario Government Summer Experience Program:

- All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years for persons with a disability, if disabled, within the meaning of s.10 of the Ontario *Human Rights Code*, R.S.O. 1990, c. H.19, as amended from time to time.
- Proof of enrolment must be provided to the employer
- Students must be residents of Ontario during the period of employment
- Students must be eligible to work in Canada and have a Social Insurance Number (SIN)

Note: Students should be living in Ontario at the time they start work. The intention of the program is to provide career related experience to eligible students that are also eligible to work in Ontario. All applicants should have a valid driver's license. Access to a vehicle on a daily basis is considered a valuable asset, but not a requirement.

### **POSITION SUMMARY**

**Title:** High Performance and Communication Intern

**Home Base:** 55 Gordon Street, Whitby, Ontario L1N 0J2

**Supervisor's Title:** High Performance Manager

**Hours of Work:** 30 days x 7.25 hours per day

**Compensation Package:** \$12.00/hr plus 4.5% vacation pay

**Parking:** Free parking available on site

**Position Advertising Date:** Monday June 5, 2017

**Application Deadline:** Wednesday, June 14, 2017 by 5:00 p.m.

**Position Start Date:** Monday, July 3, 2017

### **Requirements for Applying:**

- Cover letter
- Resume
- Three References

Please forward your cover letter and resume in confidence, via email, prior to Wednesday June 14, 2017 by 5:00 p.m., to [kbaxter@rugbyontario.com](mailto:kbaxter@rugbyontario.com)

*Rugby Ontario thanks all those who applied, but only those candidates selected for interviews will be contacted. Rugby Ontario is an equal opportunity employer*

Rugby Ontario  
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[www.rugbyontario.com](http://www.rugbyontario.com)