**JOB POSTING – MARKETING & COMMUNICATIONS INTERN**

**Position Title: Marketing & Communication Intern**

**Location:** 111-60 Scarsdale Rd. Toronto, ON M3B 2R7 (in field when required)

**Supervisor’s Title:** Marketing & Communications Manager

**Position Level:** Entry level paid internship

**Hours of Work:** 20-35 hours per week (adaptable based on co-op program requirements)

**Salary Range:** $50 per day

**Job Posting Date:** Monday, September 24, 2018

**Application Deadline:** Friday, October 12, 2018

**Position Start Date:** Monday, January 7, 2019

**Position End Date:** Friday, May 3, 2019

**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 and beach volleyball for all Ontarians.

It is our vision to be recognized as a leading sport organization in Canada. 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**

Under the direction of the Marketing & Communications Manager, the Marketing & Communications Intern will assist in the execution and ongoing implementation of the Association’s marketing, brand development, communications and social media strategy. The Intern will work to enhance volleyball coverage across the province and increase the exposure of OVA and programs.

This exciting role will require the incumbent to perform daily administrative tasks to support the Marketing & Communications department, monitor and create original content for the Association’s social media accounts, maintain and update the website, develop and implement targeted marketing campaigns across multiple channels and provide live event coverage at the Ontario Championships.

**Principle Accountabilities**

**Marketing and Communications**

* Assist in the ongoing development of the Association’s marketing and communications, brand, and social media strategy
* Organize OVA photo, video, and digital product library
* Enhance coverage of the sport across the province by increasing celebrity of athletes and improving exposure of OVA programs
* Track communications efforts within a custom framework using standard metrics
* Work proactively with all stakeholders to promote and celebrate our successes

**Social Media**

* Update Association’s social media feeds (Facebook, Instagram, Twitter)
* Post, respond and engage in social media dialogue/conversation
* Run campaigns and contests
* Track and report results through custom weekly status reports
* Research new initiatives to expand marketing exposure

**Website**

* Write and edit copy for online consumption
* Manage OVA websites, ensuring that content is compelling, timely, relevant, and on brand, including images, video and overall graphic appearance
* Provide creative support for programs across the Association

**Content Creation**

* Develop informative, creative materials – direct marketing campaigns, articles, presentations, web copy, social media posts and distribute them across a range of online and offline channels
* Compose articles, website blogs, and mass email communications
* Produce and edit video
* Design graphics, signage and other marketing material

**Onsite Event Marketing**

* Attend all event days at Ontario Championships in April (meals and accommodations provided)
* Create event branding, advertising, and promotional materials
* Provide live social media coverage through Instagram, Twitter and Facebook
* Write end of day recaps and distribute press releases to local media

**Administration and Other**

* Attend meetings as required
* Provide administrative support to the Marketing & Communications Manager
* Be an ambassador for the OVA
* Other duties as assigned by the Executive Director, Director of Volleyball Operations and Marketing and Communications Manager

**Required Skills, Experience & Abilities**

* Currently enrolled in a sport management, communications/marketing, digital media postsecondary program, or other relevant discipline
* Ability to develop creative digital content like videos and graphics
* Strong communication skills - verbal and written
* Strong writing and editing skills
* Creative-thinker with proven problem-solving ability
* Detail-oriented with the ability to work independently or collaboratively as part of a team
* Familiarity with marketing and communications software such as Hootsuite, Facebook Ads, Google Analytics and Adobe Creative Suite is an asset
* Flexible approach and positive attitude
* Ability to work flexible hours including weekend and extended hours as required

The incumbent must also demonstrate the following personal attributes that reflect the OVA’s Organizational Values:

**Accountable:** by acting in a fiscally responsible and transparent manner with OVA funds, governance and operations promoting practices that contribute to safe sporting environments.

**Excellence:** by designing and delivering the best possible programs and services for all OVA stakeholders.

**Collaborative:** by respectfully working in partnership with key stakeholders locally, provincially and nationally including government, funding partners, clubs, national organizations, para organizations, volunteers, athletes, families, coaches, administrators, officials, service providers, sponsors through ongoing feedback and input from stakeholders.

**Intentional:** by developing programs that are based on clear strategic objectives in order to achieve high quality meaningful and relevant desired outcomes.

**Sustainable:** by building organizational capacity, partnerships, innovative funding, sharing and economizing of resources to achieve the strategic objectives and sport mandate.

**Integrity & Respect:** by interacting with all our stakeholders by fostering trust in all our relationships as consistently demonstrated by our actions and promoting inclusivity for all Ontarians in fair manner.

**To apply:**

**Requirements for applying:**

* Cover letter
* Resume

Please forward your application with MAREKETING AND COMMUNICATIONS INTERN in subject heading to:

Jason Jackson  
Marketing & Communications Manager  
[**jjackson@ontariovolleyball.org**](mailto:jjackson@ontariovolleyball.org)   
**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.**