



Dive Ontario – Marketing and Communications Intern

Internship period: July 4th to August 27th, 2022

Hours of Work: Full-Time (35 hours per week)

Rate: \$15/hr

Location: Work completed primarily remotely.

Applicant Requirements:

- Currently enrolled in a post-secondary institution or within 6 months of graduation
- Age 15-24 (or 29 for persons with a disability within meaning of s. 10 of the Ontario Human Rights Code)
- Residing in Ontario during the internship
- Eligible to work in Canada and possessess a Social Insurance Number (SIN)

Reports to: Stephanie J. Geosits, Executive Director

The Dive Ontario Marketing and Communications Intern have the opportunity to be mentored by, learn from, and collaborate with experienced Dive Ontario management, Board of Directors, clubs and other personnel. The Intern will also be given the opportunity to create and distribute unique content for the organization, in an effort to enhance Dive Ontario's exposure.

Please note that this position may require flexible availability to meet the needs of activities taking place during some evenings and weekends throughout the term of the position. The Intern will be able to engage in the world of sport marketing, content creation, and event execution as it relates to media marketing. Throughout the duration of this position, there may be times when additional experience can be earned by working collaboratively with various stakeholders to execute Dive Ontario's communications plan.

While working with Dive Ontario, the Intern will have the opportunity to gain valuable knowledge and experience in the following areas:

- **Dive Ontario's 2022-2023 Marketing and Communications Plan**
 - Implementation of Dive Ontario's 2022-2023 marketing and communications strategy through the upkeep of social media and redesign of the website.
 - Help develop a marketing and communications strategy by offering unique, creative ideas for content creation that will increase Dive Ontario's social media and website presence to be implemented during the 2022-23 season.



- **Dive Ontario Digital Platforms**
 - Assist with the maintenance of all digital platforms, including website and social media sites.
 - Consistently monitor and update social media platforms by implementing Dive Ontario's communications strategy.
 - Produce written, photo, video, and other media content for Dive Ontario website and social media.
 - Analyze and present data related to social media engagement.

- **Dive Ontario Collaborations**
 - Coordinate with Dive Ontario management, boards, committees, clubs, and athletes when creating content for Dive Ontario's digital platforms.
 - Collaborate with member clubs on an integrated strategy for content delivery, notably as it pertains to athlete engagement.

Position Details

- The position will offer professional development for an individual seeking a career in the sport marketing, sport management, and/or sport administration domain.
- Availability is key for this position in order to fulfil all tasks and meet with the supervisor. However, there is an opportunity for flexibility in the time demands of the position to coincide with regular commitments.
- This position will be completed primarily remotely and will require strong and consistent communication with the supervisor in order to maintain a full understanding of the job requirements.
- Event attendance (Canada Games) is required
- This position will require the Intern to participate in meetings with a variety of boards and committees, and present their work and ideas during those meetings.

Required Skills

- Exceptional work ethic, eagerness to learn and a passion for the sport marketing industry.
- Have a strong understanding of current trends in sport marketing and media.
- Knowledge of social media platforms and website upkeep.
- Strong skills in graphic design and media creation.
- Proficiency in online technology and data/document sharing practices.
- Strong writing skills as it relates to content creation.
- Strong communication and listening skills when coordinating and building relationships with Board of Directors, diving clubs and other stakeholders.
- Ability to show good time management and prioritize the most important tasks when given multiple responsibilities.



Application Process

To apply please send a resume and cover letter directly to Stephanie J. Geosits via email at executivedirector@diveontario.com by 11:59 pm EST, June 26th, **2022**.

Dive Ontario thanks all applicants for their interest in this opportunity however only those selected for an interview will be contacted. Interviews will take place the week of **June 27th, 2022** with the desire to secure a candidate by **July 4th, 2022**.