



**Dive Ontario Canada Summer Jobs
Community Liaison Intern
FT – 35 hrs/week**

Tasks and Responsibilities

The Dive Ontario Community Liaison Summer Intern will be provided the opportunity to be mentored by, learn from, and collaborate with experienced Dive Ontario management, member clubs and other personnel. The Intern will learn about and gain valuable experience in the administrative, operational and information technology aspects of diving associations.

The goal of this position will be to help Dive Ontario member organizations transition to a new registration and payment system, H2O Reg by the start of the season in September. 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. Some of the tasks will be focused on providing a professional learning experience in sport administration, while other tasks will be geared towards the operational side of clubs.

Throughout the duration of the position, there may be times when additional experience can be earned as the Intern may be asked to support and assist with other duties involving local stakeholders.

While working with and learning from experienced professional staff, the Dive Ontario Community Liaison Intern will have the opportunity to gain valuable knowledge and experience in the following areas:

- Registration systems and software
- Diving Club Management Financial reports
- Assisting and planning the execution of training programs aimed to increase assist clubs with information gathering and reporting.
Communications Plan
- Assist in the creation of training templates that can be adapted for website and social media platforms.
- Help develop a communications strategy by offering unique, creative ideas for training that will increase awareness and adoption of new technology.
- Assist with the maintenance of all digital platforms, including website and social media sites.
- Consistently monitor email and troubleshoot for Clubs and members



Dive Ontario Collaborations

- Coordinate and communicate with supervisor, clubs, and other stakeholders.
- Leading conversations during meetings with committees and updating them on the tasks you are completing.
- Coordinate with Dive Ontario management, boards, committees, clubs, and athletes
- Collaborate with member clubs on an integrated strategy for content delivery, notably as it pertains to system adoption.

Position Details

- The position will offer professional development for an individual seeking a career in the sport marketing, sport management or sport administration domain.
- Availability is key for this position in order to fulfil all tasks and meet with the supervisor and club stakeholders.
- This position will be hybrid virtual and the Dive Ontario office at TPASC in Scarborough, ON. It will require strong and consistent communication with the supervisor in order to maintain a full understanding of the job requirements.
- This position will require Intern to participate in meetings with Dive Ontario and committees and present their work during those meetings.

Required Skills

- Exceptional work ethic, eagerness to learn and a passion for the sport industry.
- Excellent writing ability for assisting in developing policies and guidelines.
- Strong communication and listening skills when coordinating and building relationships with Board of Directors, diving clubs and other stakeholders.
- Good time management and prioritization skills.
- Proficiency in online technology and data/document sharing practices.
- Knowledge of social media platforms and website upkeep.
- Strong skills in graphic design and media creation.

Application Process

Please send a resume and cover letter directly to Stephanie J. Geosits via email at executivedirector@diveontario.com by **5pm EST on Monday, May 22, 2023.**

Dive Ontario thanks all applicants for their interest in this opportunity however only those selected for an interview will be contacted.