



JOB DESCRIPTION:

PROGRAM AND MARKETING ASSISTANT- ARCHERY CANADA

Title: Program and Marketing Assistant
Type of Position: Full-Time Internship - up to 12 weeks
Dates: July - August 2020
Location: Ottawa, Ontario
Reports to: Executive Director

Archery Canada is the National Sport Organization responsible for the promotion and development of the timeless sport of archery in a safe and ethical manner. Archery Canada supports the achievement of high performance excellence in archery in all categories and the development of a national archery infrastructure to promote archery participation across Canada in cooperation with the Provincial/Territorial Archery Associations.

POSITION OVERVIEW

The Program Assistant is responsible for providing support to the Program Coordinator and the Executive Director in the management and implementation of domestic events, development and marketing/communications programs at Archery Canada. The Program Assistant will have the opportunity to gain valuable, practical experience within a Canadian National Sport Organization and to develop skills for a career in the field of sport management.

CORE RESPONSIBILITIES & PRIORITIES

Domestic Programs

- National Championships and national event logistics (medal and awards distribution, membership verification, development of Site Visit checklist, support to hosts, Technical Directors, Program Coordinator)
- Prepare post-event surveys as part of ongoing program review and debriefing
- Assist in coordination of the Canbow and pin program including the update of program material, the distribution of orders and the delivery of the program.
- Assist the Records Coordinator in the maintenance of the Canadian records list and supply congratulatory letters.



- Coordinate the Range Safety Officer certification program.

High Performance Programs

- Prepare program surveys as part of ongoing program review and debriefing
- TOP program administration and logistics.

Communications

- Website support
- Social media support.
- Assist with monthly newsletter preparations.
- Assistance with development of press releases, announcements.

Marketing & Sponsorship

- Support sponsor servicing.
- Assist in the creation of sponsor packages and development.
- Marketing & Communications Committee support.
- Assist in implementation of Marketing & Communication Plan.
- Support fundraising initiatives

Member Services & Administration Support

- Support coordination of electronic club orientation package distribution for all new registered clubs.
- Provide support to the annual award and medal ordering process including all ordering, tracking, shipping, and inventory.
- Assist in preparation for Annual General Meeting and other meetings as requested.
- Support to creation automated forms, digital documents for various organizational process and projects.
- Provide general office support.

Desired Qualifications & Skills

Education & Experience

- This program is funded by the Canada Summer Job program. Eligible applicants must be between 15 and 30 years of age.
- Enrollment in a business marketing, communications or sport management program considered an asset



- Experience in program coordination or event management.

Key Competencies

- Working knowledge of the Canadian Sport System.
- Knowledge of Archery an Asset
- Strong organizational and time management skills with ability to establish priorities and work under tight timelines.
- Familiar with online software tools: Canva, Mailchimp, Survey Monkey, Asana
- Collaborative, with experience working with volunteers and committees.
- Proficient computer knowledge in G Suite and MS Office applications.
- Demonstrated strong interpersonal and communications skills.
- Bilingualism is an asset.

COMPENSATION

HOW TO APPLY

Interested candidates can submit their resume and cover letter via email to:

Karl Balisch
Executive Director
kbalisch@archerycanada.ca

We appreciate the interest of all applicants however only those candidates selected for an interview will be contacted.

To be considered for this position, all applicants must be currently enrolled in a program approved by a university or college and require the internship for academic credit needed to graduate.