



CANADA BASKETBALL INTERNSHIP (CO-OP) OPPORTUNITIES

Canada Basketball is the national sport governing body for amateur basketball in Canada. Located in Toronto, Canada Basketball is a not-for-profit organization whose mandate is to “Lead in the Promotion and Development of Basketball in Canada through Programs and Services”.

Canada Basketball is now accepting applications from students enrolled in a Co-op program from a recognized Canadian University/College or other interested students. **Seven internships are available in our marketing, domestic development, coaching, high performance and finance departments.** Please state in your cover letter that you fit this criterion and which internship you are applying for.

Length and Term: The seven positions will run from January to April, 2019 (4 month term).

Application Deadline: October 22, 2018

These are co-op/volunteer positions.

Skills Required

- Close attention to detail and accuracy, with ability to follow through.
- Sound judgment, problem-solving skills and the ability to take initiative.
- Ability to deal with personal information in a confidential, ethical and professional manner.
- Possess excellent organization and implementation skills, as well as creative thinking skills.
- Must be able to handle multiple tasks simultaneously and prioritize appropriately in a fast paced environment.
- The ability to work independently, maintain tight schedules and work flexible hours.
- Present a professional and mature attitude in dealing with team members, sponsors and the public.
- Willingness to assist in other programs of the organization, as required.
- Knowledge of the Canadian sport system and the provincial and national basketball environments is an asset.
- Bilingual French/English is an asset.

We thank all applicants for their interest, however, only those being considered will be contacted.

HIGH PERFORMANCE INTERNS (2 positions available)

Interested candidates should send their resume to esun@basketball.ca

The High Performance Interns will report directly to the Manager – Basketball Operations, assisting in the day-to-day operations of the department. This includes planning and organizing of Men's and Women's National Team programming including tryouts, training and competitions, Junior Academy and other various ongoing programs and tasks.

Specific Skills Required and Responsibilities

- Possess a valid driver's license.
- An understanding of the sport of basketball and the Canadian sport environment.
- Assist in the daily operation of the Canada Basketball office.
- Assist in the management, coordination and execution of the association's Women's and Men's High Performance programs.
- Assist with control and inventory of all necessary equipment used in the program.
- Assist with communications to athletes, coaches, team managers and others within Canada Basketball.
- Act as a resource to the basketball and sport community for information on the details of the national team activities and national team programs in general.



- Assist with national team tryouts, training programs and various other special events.

DOMESTIC PROGRAM INTERN (1 position available)

Interested candidates should send their resume to ryeung@basketball.ca

The successful applicant will assist with the implementation and execution of the Jr. NBA program. Responsibilities will include assisting in the effort to grow the program – through marketing, program communications and operations, administration, as well as other tactical duties in order to achieve the short term and long term goals of the Jr. NBA program.

Specific Skills Required and Responsibilities

- Background in Business/Management, Marketing/Communications, and/or Physical Education.
- Understanding of basic project management skills and experience, particularly adhering to timelines, planning, and documentation.
- Strong computer skills including Microsoft Office, internet research, and database management.
- Comfortable with video editing software such as Final Cut Pro, Adobe Premier Pro, iMovie, or similar. Access to/ownership of video editing software and a compatible laptop is an asset.
- Experience with WordPress, Mail Chimp, Survey Monkey, and social media an asset.
- NCCP certification an asset.
- Promote and aid in the implementation of Jr. NBA to PTSOs, community organizations, YMCAs, schools, and municipal parks & recreation.
- Contribute to development of updated program materials and content, including operations manual, coach manual, parent's guide, video resources, etc.
- Provide top level customer service to all Jr. NBA coordinators, coaches, and parents/participants.
- Assist with the execution of new/returning Jr. NBA program registration, on-boarding, and start-up.
- Responsible for the distribution and tracking of all materials needed for Jr. NBA, including order confirmation/tracking, shipping confirmation/tracking, and inventory tracking.
- Responsible for additional administrative duties relating to Jr. NBA including ongoing communications, inquiries, database management, and all other service functions as required.

MARKETING AND EVENTS INTERN (1 position available)

Interested candidates should send their resume to jarone@basketball.ca

Reporting to the Manager – Events & Merchandising, the successful candidate's primary mandate is to work with the Canada Basketball Marketing Department to assist, coordinate, implement, and execute programming and logistical details within Canada Basketball's marketing programs. The marketing programs include tasks associated with the operation of Canada Basketball signature events, fundraising campaigns and other programs and marketing initiatives.

Specific Skills Required and Responsibilities

- Provide general support to the Director – Marketing & Partnerships and Manager – Events & Merchandising.
- Have strong writing, editing and research skills.
- Computer/internet savvy including all Microsoft Office applications (Outlook, Excel, PowerPoint, and Publisher) and social media.
- Knowledge of Adobe Photoshop and Adobe Illustrator an asset.
- Provide retail support by working with Canada Basketball's webstore provider and activating various on-site merchandise opportunities.
- Support in planning and executing Canada Basketball marketing and fundraising campaigns.
- Assist with event planning for various Canada Basketball activities.
- Sponsorship research and assistance with sponsor activation.
- Assist with content management on Canada Basketball's website and social media channels.
- Respond to general customer service questions regarding Canada Basketball.



COMMUNICATIONS INTERN (1 position available)

Interested candidates should send their resume to mwalker@basketball.ca

Reporting to the Manager – Communications, the successful candidate's primary mandate is to assist in the day-to-day operations of the Communications Department. Some travel may be required.

Specific Skills Required and Responsibilities

- Strong writing, editing and research skills (background in media writing – press releases, biographies, media kits, etc.).
- Experience managing social media channels, blogs and website content.
- Experience working with Adobe Photoshop and Adobe Illustrator an asset.
- Create and maintain website news content – daily stories (research and writing) and photo gallery (includes player biographies, rosters, competition schedules, etc.).
- Assist in creation of content for Canada Basketball's social media channels.
- Assist with press conferences and media relations at National Team competitions and Canada Basketball events.
- Development of National Team media guides.
- Archiving of National Team international competition content (stats, photos, stories).
- Maintain media contact database.
- Track media coverage with monthly reports.
- Track website and social media traffic with monthly reports.
- Manage translation of communications materials.

COACH EDUCATION INTERN (1 position available)

Interested candidates should send their resume to demmons@basketball.ca

The intern will assist with the building of online/website resources and video support to enhance the Canada Basketball's coach education and NCCP curriculums. Main responsibilities of the applicant will include filming and editing of coach-education videos to supplement Canada Basketball's coach education resources. Additional responsibilities will include: assisting in the effort to grow the program – program operations, administration, as well as other tactical duties in order to achieve the short term and long term goals of the Canada Basketball and coaches' development.

Specific Skills Required and Responsibilities

- Detail oriented with strong computer skills in Word, Excel, Outlook, PowerPoint, iMovie, Drop Box, Google docs, Final Cut Pro X, internet research, and ability to learn new programs and video editing software. Knowledge of a Mac and bi-lingual is an asset.
- Willingness to work extra hours as required to complete tasks and available to work week nights, weekends and holidays as required.
- Knowledge of the Canadian sport system, the NCCP and the provincial and national basketball environments.
- Understanding of basic project management skills and experience, particularly adhering to timelines, planning and documentation.
- NCCP certification an asset.
- Assist with the slicing of footage and creation of instructional videos is a major focus.
- Organize and update NCCP program materials and content, including the coaches' workbook, facilitator's guide, etc.
- Train on "The Locker" NCCP system and support the management of its data base.
- Aid in building applications for funding grants and filing NCCP expense reports.
- Assist with the filming of national team practices and coach's clinics.
- Responsible in part for the procurement and distribution of materials needed for NCCP learning facilitators and PTSOs.
- Responsible for administrative duties relating to Canada Basketball and coaching development, inquiries, database management, and all other service functions as required.



ACCOUNTING INTERN (1 position available)

Interested candidates should send their resume to adriedger@basketball.ca

The Accounting Intern will report directly to the Director, Finance, assisting in the day-to-day operations of the department.

Specific Skills Required and Responsibilities

- Post-secondary education in accounting/business administration.
- Good knowledge of computer accounting systems and other relevant software applications (AccountEdge, Excel, Word, MS Outlook).
- Entering accounts payable, accounts receivable into AccountEdge software and reconciliation of staff expense reports.
- Assist with office administration.

