



INTERN, EVENTS

STATUS	Part-time Term (August to November 2024)
REPORTING TO	Manager, Events – Marketing and Communications Dept.
LOCATION	Ottawa, ON or Regina, SK
SCHEDULE	20 hours per week (Monday to Friday)
COMPENSATION	Volunteer – Honorarium

POSITION SUMMARY

Reporting to the Manager, Events, the Intern, Events will contribute to planning and execution of the 2024 Petro-Canada Sport Leadership sportif Conference. The Intern, Events will perform key logistic and communications tasks to ensure smooth event operations and an optimal event experience for participants at the November 14-16th conference in Regina, Saskatchewan.

CORE DUTIES & RESPONSIBILITIES

Event Coordination

- Plan and organize social engagement activities for assigned event segments.
- Collaborate with venues to confirm logistical requirements for assigned event segments.
- Manage the process for event materials inventory, packing, and shipping.
- Support event manager in addressing challenges and completing tasks as they arise onsite.
- Support the Event Manager in preparing post-event reports for key parties.

Content and Communications

- Prepare bilingual PowerPoint presentations for conference sessions.
- Draft informative pre-event communications for distribution to event participants.
- Develop event-day communications schedule to convey important announcements throughout the conference.
- Create session and post-event surveys to gauge participant satisfaction with event segments and the overall conference.
- Update run-of-show template documents and scripts for each breakout session.
- Manage translation workflow for content and materials.
- Update and proofread content on the event website/mobile application, ensuring alignment with CAC brand guidelines and sponsorship deliverables.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, & OTHER COMPETENCIES

The following knowledge, skills, abilities, and other factors, gained through work experience, education, or a combination thereof, are essential for success in the role.

These core competencies are behavioural expressions of the **CAC's aspirational values**. All current and prospective employees should demonstrate the ability or potential to perform in these areas.

Functional and Job-Specific Competencies

- Meeting/event coordination: the ability to plan, organize, and host events.
- Content creation: the ability to produce relevant, engaging, and informational material for distribution.
- Time management: the aptitude to properly prioritize, allocate, and utilize time effectively to achieve competing tasks and deadlines.
- Administrative skills: the ability to manage and execute administrative tasks (for example, electronic filing, tracking service level agreements) with keen attention to detail.
- Document management: proficient at creating, updating, organizing, and storing documents accurately and efficiently.
- Vendor and contract management: the ability to monitor contract terms and vendor deliverables for compliance and quality assurance.
- Customer support: the ability to provide assistance and/or information to resolve customer issues or inquiries, with emphasis on creating positive participant experiences.
- Brand integration: adept at incorporating brand identity into various forms of communication and marketing efforts.
- Reporting: the ability to prepare and present regular, systematic updates about progress, issues, or achievements.
- Working knowledge of Microsoft Office suite.
- Bilingualism (English/French) would be considered an asset.

WORK ENVIRONMENT

- Preference will be given to candidates located in the Regina, Saskatchewan area or Ottawa, Ontario.
- Ottawa-based candidates must attend part-time in-office, with consideration given to accommodation requirements. All employees have a dedicated workspace within a shared office environment.
- Travel to Regina, Saskatchewan and extended working hours will be required the week of November 12th – 16th, 2024.

APPLICATION INFORMATION

The CAC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, gender identity, sexual orientation, record of offences, age, marital status, family status or disability.

Please send your resume and cover letter to hr@coach.ca. The posting will remain open until a suitable candidate is secured. All responses are appreciated, however, only those selected for an interview will receive a reply.