



JOB DESCRIPTION

POSITION TITLE	Program and Communication Intern
WORK SCHEDULE	Part-time up to 20 hours per week (September - January)
SCOPE OF WORK	The Program and Communication Intern is responsible to assist with Lethbridge Sport Council's programs and involvement in community initiatives. This position is supported by Venture for Canada.

DUTIES AND RESPONSIBILITIES

- Manage the Lethbridge Sport Council online Sport Event Calendar and Upcoming Events listings
- Assist in implementation of Lethbridge Sport Council's partnered events
- Assist the Program and Event Coordinator with the Pathway to Participation for Lethbridge Indigenous Families
- Assist in Lethbridge Sport Council's involvement in community initiatives
- Write resource articles for our website on topics of interest for parents, athletes, coaches, and organizations
- Co-facilitate the Roving Gyms program
- Support Lethbridge Sport Council's vision to provide quality community sport experiences
- Maintain a high standard of excellence and commitment to service

SKILLS AND QUALIFICATIONS

- Student in progress toward degree completion or recent graduate in kinesiology, sport, management, marketing, or related field
- Preference to student-athletes
- Experience in the sport sector as an athlete, volunteer, or staff
- An understanding of sport systems locally, provincially, and nationally
- Excellent research and copy skills
- Proven written and verbal communication skills
- Planning and organization skills
- Proficiency with Microsoft Office
- Photography skills an asset
- Basic graphic design skills as asset
- Able to work independently or as part of a team
- Self-motivated and results driven

TERM September - January

SALARY

\$18.00 per hour

Submit cover letter and resume at your earliest convenience to susan@lethbridgesportcouncil.ca

Please note that only those applicants who are selected for a personal interview will be contacted.