



## 2019 SUMMER EXPERIENCE PROGRAM (SEP)

**Ontario Artistic Swimming** - a not-for-profit Provincial Sport Organization (PSO) that is the regulating body that develops promotes and supports the pursuit of excellence at all levels of artistic swimming throughout Ontario.

Ontario Artistic Swimming (OAS) is offering a 2019 SEP employment opportunity to post-secondary students who were registered as a full time student during the 2018-2019 academic year and who intend to return to school on a full-time basis during the next academic year.

**Position:** Project Assistant

**Location:** Etobicoke, Ontario

### **Primary Objectives and Responsibilities**

The Summer Experience Program (SEP) student will play a key role in a small, dynamic, multi tasking/project environment, with exposure and experience in areas of Office Administration, Communications and Sport Development. The incumbent will assist with various office administration and coordination activities required for optimal efficiencies and the implementation of training camps, programs and various events in the most efficient and effective means possible as assigned. The successful candidate will work closely with staff and club members in a variety of capacities, establishing clear communications, including updating of our corporate website and social media.

This position may require the incumbent to work some evenings and/or weekends throughout the term of employment and provide vacation relief for staff members. Specific duties to be performed by the SEP incumbent may include:

- Assist in data analysis and coordinate assigned tasks as assigned for Summer Athlete Development/Provincial Team Training Camps - working with Sr. Manager, Sport Development Manager, Events Coordinator
- Assist with ongoing re-branding, promotional and marketing activities that increase OAS's presence in the community, including planning, gathering, preparing, archiving, developing and/or distributing digital content/media internally & externally. Enhance current use of the OAS website and social media including Facebook, Instagram, Twitter etc., through creative #challenges, photo galleries, archives and videos – working with Executive Director
- Assist in the planning and coordinating of schedules and materials for June AGM and/or the 2019 Journey to Excellence Volunteer & Technical Conference – working with Sr. Manager
- Coordinate inventory tracking for all OAS property and assets and organize OAS Awards for all competitions in the 2019/2020 season – working with all
- Develop tools using technology that enable continuous improvement in operational areas such as tracking of inventories, coach development, member/athlete databases, OAS experts, and coordination of archiving historical information etc.- working with all
- Other duties as assigned

### **Required Skills include but are not limited to:**

- Excellent time management and organizational skills with strong work ethic
- Self motivated team-player that works effectively in a multi tasking environment, independently or as part of a team
- Strong research, written and verbal communication skills with attention to accuracy and detail
- Ability to work under tight deadlines and adapt to changes as required
- Proficiency in Microsoft Office Suite, Publisher, Photoshop, Illustrator, MailChimp, and various Internet tools
- Creative, with proven skills/experience in social media and digital design and editing compelling content for communications/marketing with a passion enhancing use of multiple social media platforms to advance communication and marketing in sport
- Capable of maintaining high level of confidentiality with work related information
- Valid Driver's License

### **Additional Assets:**

- Currently registered/enrolled in a recognized post-secondary academic institution with focus on communications, digital and social media, graphic design and/or sport administration
- Understanding of artistic swimming and/or sport systems
- Familiarity with OAS community
- Knowledge of WordPress, web development and web maintenance
- Access to a vehicle if required

The successful candidate must demonstrate personal attributes that are aligned with Ontario Artistic Swimming's organizational Values of:

- ***OAS promotes excellence through mutual respect, trust and integrity***
- ***The athlete is at the centre of our decision making while valuing the contributions of all***
- ***OAS creates a healthy and safe environment at all levels. We foster teamwork and the development of well rounded individuals***

### **Student Eligibility Requirements**

The defined eligibility requirements of the Summer Experience Program for all applicants include:

- Currently enrolled in a secondary, or post secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years for persons with a disability, if disabled within the meaning of s.10 of the Human Rights Code, R.S.O. 1990, c. H.19, as amended from time to time.
- Proof of student enrollment must be provided to the employer
- Students must be eligible to work in Canada and have a Social Insurance Number (SIN)
- Students should be living in Ontario at the time they start work.

The intention of the program is to provide career related experience to eligible students that are also eligible to work in Ontario.