



OAS SUMMER STUDENT EMPLOYMENT OPPORTUNITY

Marketing and Communications Project Assistant

Ontario Artistic Swimming (OAS) is 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.

OAS is offering a 2021 Summer Student Employment opportunity to post-secondary students, who were registered as a full time student during the 2020-2021 academic year and who intend to return to school on a full-time basis during the next academic year. This Summer Experience Program 2021 (SEP) is funded by the Ministry of Heritage, Sport, Tourism and Culture Industries and Ontario Artistic Swimming.

Summary:

The Summer Student Program candidate will play a key role in a small, dynamic, multi tasking/project environment, with exposure and experience in the area of Marketing and Communications. The incumbent will be assigned to various activities required for optimal efficiencies, including assisting with any tasks that will ensure that the team meets deadlines and/or marketing and communication goals. Incumbent will assist in production of marketing analytics/reports, developing graphics and creative content to promote on social platforms.

Primary Objectives and Responsibilities:

The successful candidate will work closely with the Marketing and Communications Committee in a variety of capacities as defined below. This position may require the incumbent to work some evenings and/or weekends during the summer term and provide support/vacation relief for staff members. Specific duties to be performed by the incumbent may include: Assist in conducting market research and perform various analytics using available tools including Google Analytics and Sprout Social.

- Assist with ongoing internal and public communications that increase OAS's presence in the community, including planning, gathering, archiving, developing and/or distributing digital content across channels : web, social media and email
- Enhance and encourage engagement on all social media platforms including Facebook, Instagram, Twitter etc., through creative posts, public polling, photo galleries, and content calendar management and archiving.
- Assist with updating and creating website content and mailing lists, and filtering public inquiries.
- Assist in the planning and coordinating of schedules and materials for Fall AGM and/or the 2021 Journey to Excellence Volunteer & Technical Conference
- Assist with other administrative tasks as assigned

Skills and Qualifications:

- 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/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, Google Calendar 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

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
- Valid Driver's License with 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 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. We appreciate the interest of all applicants however only those candidates selected for an interview will be contacted.

Summer Term – Start Date - June 1, 2021 (Flexible) to End Date - August 30, 2021 (Flexible)

Please forward resumes to:

Ontario Artistic Swimming
c/o Mary Dwyer, Executive Director
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