



JOB DESCRIPTION		
Position:	Business Development Intern	
Reports to:	Manager, Marketing	Location: Ottawa
Classification	Internship	Length of Position : Four (4) Months

Canada Soccer requires an intern to join our Marketing Department as we continue to build a strong Canada Soccer brand. This internship position is primarily responsible for supporting and implementing the Ombrelle Active Start Soccer Fest program.

The student intern position will report to the Manager, Marketing and will play a wide variety of roles within the organization with the emphasis on program coordination and operations support for Canada Soccer's Marketing Department.

This is a four month intern position (May to August), approximately 35 hours per week; some work will be completed remotely.

As Canada Soccer's longstanding grassroots program, Ombrelle Active Start Soccer Fests enhance community soccer club programming through the delivery of valuable financial, promotional, and technical materials. Reaching close to 150 clubs and 100,000 youth players annually, Ombrelle Active Soccer Fests provide an opportunity for players from coast to coast to fall in love with the beautiful game through a developmental and fun-filled event.

Responsibilities:

- Coordination of Ombrelle Active Start Soccer Fests
- Liaise with community soccer clubs
- Ensure host clubs follow festival requirements
- Pack and ship festival kits
- Manage festival inventory
- Develop regular program summary reports.
- Support Canadian Soccer Association's Marketing and Communications Activities as required

Pre-Requisite Skills:

- Strong project managements skills with the demonstrated ability to manage multiple tasks and meet deadlines
- Detail-oriented
- Strong interpersonal skills with the ability to work in a team environment as well as independently.
- Strong communication skill - written and oral (French considered an asset)
- Must be able to lift 50 lbs
- Excellent working knowledge of Word, Excel and Power Point

Closing date is March 20th, 2016.

Please forward your cover letter and résumé to: Cathy Breda, Manager of Administration

Email: cbreda@canadasoccer.com

Only those selected for an interview will be contacted.