



INTERNSHIP OPPORTUNITY

Position Title:	Marketing & Events Internship
Position Status:	Full-Time, Summer Student
Location:	Burlington, Ontario
Reports To:	Manager, Marketing & Sponsorship
Start Date:	Immediate.
Remuneration:	Paid internship permitting grant approval from Canada Summer Jobs

BURLINGTON SOCCER CLUB:

The Burlington Soccer Club (BSC), a not-for-profit organization, was established in 1962. Today, the Club has a tremendous amount of both male and female, youth and adult, soccer players and is one of the largest soccer Clubs in Ontario. The BSC is home to the Burlington Bayhawks and is proud of its competitive team successes over the years, including 42 provincial championships and 13 national championships.

SCOPE:

As part of the Marketing team and reporting to the Marketing & Sponsorship Manager, this position is responsible for assisting and supporting the Marketing department. The position manages all aspects of social media, promotional material, email campaigns, planning and hosting marketing events, daily administrative duties, and other duties as assigned.

KEY RESPONSIBILITIES & DUTIES:

- Support the marketing team with daily administrative duties
- Design and present social media campaigns ideas
- Monitor social media platforms for trending news, ideas and feedback
- Assist with all aspects of planning and executing events
- Maintaining and updating website regularly
- Help in the creation and editing of content and newsletter distribution
- Implement and monitor promotional contests
- Work closely with Sponsors and potential Sponsors to secure donations
- Other tasks as assigned

EXPERIENCE & QUALIFICATIONS:

- Current enrollment or interest to enrol in an undergraduate course for Marketing, Communications, Event Management or similar field
- Familiarity with marketing computer software (Photoshop, hootsuite, etc.)
- Familiarity with social media platforms
- Good understanding of latest marketing trends and techniques
- Excellent verbal and written communication skills
- Multitasking abilities



Expressions of interest including career profiles (CV with Cover Letter) will be accepted until filled and should be sent confidentially to:

Email: hdrew@burlingtonsoccer.com

Information provided by or about candidates for these positions will be used only for candidate selection. We thank each applicant for taking the time and effort to respond; however only candidates to be interviewed will be contacted.

Applicants must have work authorization to work in Ontario.

As a member of the BSC Marketing Team, this position requires a police background check and clearance with respect to persons working with vulnerable persons.