



Diving Canada – Summer 2022

Intern, Marketing and Events

Diving Canada

312-700 Industrial Ave
Ottawa, ON
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Internship Supervisor

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Director, Events and
Communications
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About us:

Diving Canada is the national governing body of springboard and platform diving. Diving is among the top performance sports in Canada and is recognized as a sport leader both domestically and internationally. The national office staff includes eleven full-time employees and relies heavily on the work and contribution of interns. Students have graduated from their internships to move on and play key roles within Diving Canada and other national sport organizations.

Commitment: 30 hours per week

Duration: May 30th to August 26th, 2022

Location: Combination of being at the head office, virtual, and on-site at events

Work Hours: Flexible; adjusted to student's requirements

Regular DPC Office hours are Monday to Friday – 9 am to 5 pm

Total Hours: 270 hrs for the summer internship

Desired Characteristics and Qualities

- Proficient with social media platforms (Instagram, Tik Tok, Facebook)
- Familiarity with office software (Word, Excel, Powerpoint, MS Teams, and Outlook)
- Experience with various design applications (Adobe Creative Cloud, Canva, video editing software, etc.)
- Strong verbal and written communication skills
- Strong sense of initiative
- Bilingualism (EN/FR) is an asset

Definition of Role:

The selected intern will work as part of the national office team and will be involved in, support the logistics of the national teams attending national and international events.



Areas of responsibility

- Event management
- Marketing and promotions
- Communications and social media

Related projects

- Assist in the preparations for Diving Canada's 2022 international and national events
 - 2022 FINA Diving Grand Prix – Calgary (June 9-12)
 - 2022 Junior National Festival – Montreal (July 13-18)
 - 2022 FINA World Junior Diving Championships (Nov 27-Dec4)
- Assist in the delivery of Diving Canada's communication plan
 - Develop and schedule content for DPC's social media channels and website
 - Update national team bios, stats, and event calendars
- Assist in the delivery of Diving Canada's promotional plan
 - Contribute to promoting DPC's events, programs, national team athletes, the sport of diving

Compensation:

This is a paid summer internship position, made possible through the Canada Summer Jobs program. The intern must be returning to school in the fall or have just graduated this spring from a post-secondary program.

Performance Appraisal Process:

The student intern will work collaboratively with the national office staff and will receive a formal evaluation at the middle and end of the internship.

To apply, please send CV and brief cover letter by Friday May 20th, to:

Penny Joyce
COO
Diving Plongeon Canada
penny@diving.ca

Only those selected for an interview will be contacted.