



FREESTYLE ONTARIO JOB POSTING – SPORTS ADMINISTRATION COORDINATOR (INTERNSHIP)

TITLE	Sports Administration Coordinator (Internship)
LOCATION	Remote (In person for events)
START DATE	September 4 th , 2024 (Can be adjusted for school term)
REPORTING TO	Events, Communications & Partnerships Manager
WEBSITE	https://freestyleontario.ski/

ABOUT US

At Freestyle Ontario, we are passionate about growing, and developing the sport of Freestyle Skiing. As the provincial governing body of freestyle skiing, FO executes this mandate through its mission and vision.

MISSION: To develop quality freestyle programming and excellence within Ontario.

VISION: To expand the participation and Relevance of Freestyle Skiing in Ontario.

As a member of the FO team, you will contribute to the successful execution of Our Values

- Leadership
- Excellence
- Integrity
- Community
- Innovation
- Fun

ABOUT THE ROLE

Reporting to Freestyle Ontario's Events and Communications Manager, you will help the Freestyle Ontario team by assisting with FO's pre-season work and planning.

The Sport Administration Coordinator will support sport-related administration tasks and projects relating to the planning of events, membership services, high performance planning, and more. You will collaborate with internal departments and external stakeholders to provide high quality administrative and planning services.

YOU'LL BE RESPONSIBLE FOR:

- **FREESTYLE ONTARIO FUNDRAISER:** A cornerstone event to kickstart the season, you will be responsible for leading pre-event administrative tasks, day of event operations, and follow-up with all key stakeholders.



- **TIMBER TOUR:** Freestyle Ontario's flagship event series for L2T and T2T athletes, you will support the event planning and registration process, inventory controls and administrative functions.
- **SOCIAL MEDIA:** You will be responsible for posting video and photo content for to Facebook, Instagram, and TikTok as part of FO's targeted social media plan.
- **REPORTING & ANALYSIS:** Reporting and monitoring projects and campaigns including measurable ROI indicators for Freestyle Ontario partners.
- **ADMINISTRATIVE FUNCTIONS:** Complete administrative tasks as the main points of contact including answering direct calls, mailing, filing, and bookkeeping.

QUALIFICATIONS, EXPERIENCE, AND KEY SKILLS

- Currently enrolled in an accredited sport management, marketing, communications, or related program that requires an internship for course credit.
- Strong ability to organize and manage multiple deadlines.
- Experience with Microsoft Suite Programs (Excel, Word).
- Excellent customer service skills
- A valid G-license, access to a vehicle and comfortable driving in winter road conditions.
- Able to perform the physical labour associated with the job including but not limited to:
 - Physically demanding labour, handling heavy loads, standing for extended periods, bending, crouching, and kneeling.
 - Working outdoors in cold temperatures and slippery conditions.
- Strong assets include:
 - A passion for skiing and/or snowboarding!
 - Experience with Adobe Creative Cloud.
 - Experience with sport-related administrative software.
 - Experience with G-Suite for Business Programs



APPLICATION INFORMATION

Interested applicants should submit a résumé and cover letter to luke@freestyleontario.ski. Applications must be submitted by **Friday, August 25th, 2023**. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

At Freestyle Ontario, we are committed to building and fostering a team environment where our employees feel included, valued, and heard. Our belief is that a strong commitment to diversity and inclusion enables us to truly make commerce better for everyone. We strongly encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.