

Calling AquaGO! Trained instructors and marketing students!

Canada Artistic Swimming is inviting applications for an eight-week, full-time contract position for a

SPECIAL PROJECT COORDINATOR

JOB LEVEL	Special Project Coordinator (intern)
TYPE	Canada Summer Jobs Student Program
REPORTS TO	Artistic Swimming Program Manager
START DATE	September 14, 2020

Overview

Responsible for assisting with the approved project functions as assigned with an emphasis on supporting the AquaGO! program.

Essential Duties of the Position

- Work with Artistic Swimming Program Manager to implement marketing plan for AquaGO!
- Coordinate the development of marketing, advertising and promotion materials related to the program
- Draft tools in the form of templates to assist affiliated organizations with promoting the program locally in their community
- Assist in designing surveys to collect statistical reporting and perform analysis of metrics related to AquaGO!
- Assist in data collection for funding applications and reports
- Provide on-site coordination at photo and/or video shoots and/or other activities to prepare the marketing materials – assisting with volunteer and athlete supervision and other tasks as assigned
- Provide overflow coverage for other staff as requested by Manager

Key Skills Required

- Knowledge of Microsoft Office suite (Word, Excel) required
- Comfort in basic computer applications and working with editing and writing documents
- Knowledge of Adobe product suite including InDesign an asset
- Knowledge of formstack and similar survey tools an asset
- Ability to work in both official languages an asset

General Duties

- Follow standardized workflow policies and processes. Sign intern agreement documents.
- Responsible for ensuring compliance with health and safety requirements and for ensuring a safe and respectful workplace.
- Performs the duties stated as a responsible member of the Association team observing and supporting all core values, and policies and procedures as set by the Board of Directors and observing applicable HR policies and procedures.
- Represent vision, mission, and values of Canada Artistic Swimming and conduct oneself according to ethical standards generally accepted in business.

APPLICATION PROCESS & DEADLINE

- Please send applications by 23:59 ET, September 1, 2020, to rieanne@artisticswimming.ca