



**POSITION:** ASSISTANT PROJECT COORDINATOR

**LOCATION:** 102-3 Concorde Gate, Toronto, ON M3C 3N7

**ORGANIZATION MISSION:**

If you are passionate about building healthy communities through sport and physical activity, we want to meet you!

SPORT4ONTARIO is a not-for-profit, nonpartisan organization dedicated to the promotion of sport and physical activity in Ontario. We provide the collaborative environment, knowledge and resources to build capacity and leadership in the Ontario sport sector.

**PURPOSE OF POSITION:**

The Assistant Project Coordinator will assist with all aspects of stakeholder engagement. They will facilitate collaboration and knowledge sharing both inside and outside of the sport sector by organizing networking opportunities and outreach efforts.

**TYPE OF POSITION:** Summer Student

**Term:** July 6 – August 28, 2015  
30 Hours/Week

**DUTIES and RESPONSIBILITIES** include but are not limited to those outlined below:

- Planning and facilitation of the summer student intern networking, professional development, feedback and evaluation program
- Contribute to the planning and facilitation of networking events for the Ontario amateur sport sector
- Contribute to existing SPORT4ONTARIO projects and programs
- Conducting outreach and maintaining relationships with community groups in priority neighbourhoods in Toronto
- Film and edit digital storytelling content to showcase success stories of diversity in sport
- Contribute to the enhancement of the diversity and sport tool-kit
- Provide administrative support
- Perform other duties as assigned

**EDUCATION, QUALIFICATIONS and EXPERIENCE:**

- Currently enrolled in a post-secondary institution or within six months of graduation
- Must be under the age of 25 years on the first day of employment; persons with a disability may be up to 29 years of age
- Have an interest in promoting sport and physical activity

- Demonstrated oral and written communication skills
- Work completed must be thorough with attention to detail
- Excellent organizational & time management skills
- Proficient with Word, Excel, Outlook, PowerPoint
- Demonstrated ability to work unsupervised
- Demonstrated ability to handle multiple tasks and projects
- Digital media skills such as social media, graphic design and videography considered key assets

**Compensation:** \$12.00 per hour

**TO APPLY:** Please forward your resume and cover letter (max. 3 pages) *electronically* by 5:00 PM on July 2, 2015 to: [hire@sport4ontario.ca](mailto:hire@sport4ontario.ca)

SPORT4ONTARIO is an equal opportunity employer. We thank all applicants for their interest, however only those selected for an interview will be contacted.



Thank you to the Ministry of Tourism, Culture and Sport for making this employment opportunity possible.