



MONTREAL ALOUETTES FOOTBALL CLUB

Position: Communications Internship

Duration:

May-August

September-December

Hours required:

20+ hours per week

Responsibilities include, but are not limited to the following:

- Assist with Montreal Alouettes publications (website, media guide, game notes and other documents)
- Actively participate in planning, setting-up and controlling all aspects of press conferences
- Write, research and translate press releases
- Participate in the coordination of the photo library
- Assist with game day/night operations in the press box
- Assist with media credentials
- Office/administrative duties, including data entry, answering phones and photocopying

Criteria/qualifications:

- Suggested majors: sports administration, public relations, communications, marketing, journalism or related majors.
- Excellent writing and communication skills in both French and English
- Organized
- Availability to work long irregular hours
- Knowledge of football and sports in general
- Ability to meet deadlines
- Team player
- Proficient in Microsoft Word and Excel
- Do research and gather information for all projects (media guide, game notes, etc.)

This is not a paid Internship.

Application process

If this position interests you, please apply by sending your CV and cover letter to the following email address by April 7, 2017 at 5:00 p.m.: RH@montrealalouettes.com and clearly indicate which position you are applying for in the subject field of your email. For example: COMMUNICATIONS INTERNSHIP.

Thank you for your interest in a position with the Montreal Alouettes

Note: Only those selected for an interview will be contacted. Please do not call.