



MONTREAL ALOUETTES FOOTBALL CLUB

Position: Community Relations Internship

Duration:

October-December

January-April

Hours required:

20+ hours per week

Responsibilities include:

- Assist with the development of the Together at School program calendar.
- Assist in the coordination of Together at School program activities
- Partake in the planning and preparation of the school visits
- Compose, research and prepare diverse publications aiming to promote/ elaborate/ the planning of the team's various related community activities
- Execute follow-throughs with the school's faculty and the players/ambassadors of the Together at School program.
- Prepare the required documents needed for the visits
- Coordinate the development of the program, as well as the school visit with the various schools and school commissions
- Prepare an annual summary document of the curriculum and community efforts of the Foundation
- Assist in the team's media relations department to promote the organization's community.
- Perform administrative tasks like data entry, photocopying, filing, faxing, etc.

Qualifications Required:

- Recommended field of study: communications, public relations, marketing, human resources, sports administration, etc.
- Fluency in French and English: spoken and written
- Great knowledge on the organization
- Availability to work long hours and under pressure
- Good football and sports knowledge
- Flexible schedule

- Capable of performing while respecting tight deadlines.
- Professionalism and a team-player
- Capable of working with Microsoft office and excel
- Able to do research and collect data for different projects.

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 September 23th, 2016: csaindon-courtois@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.