



MOOREDALE SOCCER CLUB

Job Title: Sports Marketing/Sponsorship Intern
Reports To: Soccer and Sport Manager
Date: July 20, 2015

JOB PURPOSE: The Sports Marketing/Sponsorship Intern is responsible for assisting in the development and implementation of the plan to increase awareness in our community. The Sports Marketing/Sponsorship Intern demonstrates customer service excellence and Rosedale Moore-Park Association/Mooredale Soccer Club core values in all interactions with others. The intern will be considered an integral part of the Marketing/Sponsorship of the club, and as such, ideas and input will be greatly valued.

RESPONSIBILITIES:

- Marketing and administrative support. Development of collateral including communication development and content, e-blasts, social media, printed guides and other print materials, etc.
- Sponsorship support – prospect research, leads list, communications tracking, etc.
- Activations – supporting sponsorship activations on site
- Fundraising Support – helping to set up a fundraising banquet, tracking donations, donation collects, etc.
- Write event reports and keep event checklists updated, prior to the event, post-event
- Other duties as assigned

Administration

- Identify opportunities for process improvement and recommend changes to the Soccer and Sport Manager
- Identify and recommend areas for policy development
- Develop objectives and work with Soccer and Sport Manager to successfully achieve objectives
- Problem solve issues affecting the accomplishment of those objectives

Teamwork

- Work cooperatively with others to draw on their skills and viewpoints
- Keep others fully informed through staff meetings and regular on going communications
- Support and encourage others by providing positive feedback
- Speak positively and act in accordance with the Core Values as a representative of Rosedale-Moore Park Association/Mooredale Soccer Club
- Work as Mooredale Staff Team member, for overall Mooredale operations, when needed
- Set an example to Mooredale youth demonstrating leadership and positivity.

QUALIFICATIONS:

- In pursuit of Post-secondary degree or diploma in related field
- Effective communication skills – written and spoken English
- Computer skills
- Love of sport
- Standard First Aid and CPR (preferred)

HOURS

- Business Hours, but some weekend and evening work.

To apply, please send a cover letter and resume to Christopher Keem at ckeem@mooredale.on.ca . Please reference Sports Marketing Internship Opportunity



MOOREDALE

The Rosedale – Moore Park Association operates Mooredale to provide recreational, cultural and educational programs for 7,500 members. A non-profit, charitable organization, Mooredale strives to be a focal point for the community. Membership in Mooredale enables families or individuals to enroll in any courses, activities or clubs offered by Mooredale. New members are welcome whether or not they reside within the boundaries of the Rosedale-Moore Park area.

Mooredale activities also include: recreational and special interest courses for all ages, sports for children and youth (soccer, football, basketball, lacrosse, hockey, softball); pool and tennis clubs, concerts and youth orchestras, licensed preschool for 18mo to 5 yrs, summer day camps for children, newsletter and special community events.