

# Jr A Hockey Marketing and Promotion

**Reports to:** Promotions and Communication Officer

**Position:** Part-Time Internship / Co-Op

**Location:** Cochrane, ON. Tim Horton Event Centre



## Office Responsibilities:

- Assist with planning and execution of Cochrane Crunch activities and special events in the Community.
- Attend and assist in coordinating community appearances (school/library visits, Jr Crunch Club, Christmas Parade, Holiday Skates, Player Meet and Greet, Game Day Events, Golf Fundraising etc)
- Assist with event program preparation, event material and respond to requests for information.
- Draft emails and newsletters containing updates about Cochrane Crunch Upcoming Events.
- Assist with Crunch home game night activations.
- Assist with planning and promoting organization events.

## Hours/Time:

- Requires availability to work normal business hours, and game nights during the season on weeknights and weekends.
- Flexible; 15-20 hours per week
- September – April

## Requirements:

- College Junior
- General knowledge and interest in, community outreach and special events preferred.
- Knowledge of Microsoft Office applications. Must be proficient in Excel.
- Excellent writing, editing and proofreading skills.
- General office/administrative experience.
- Organization and attention to detail is a must.
- Must be able to handle multiple tasks and take initiative.
- High ethical standards and a strong sense of confidentiality.

## Benefits Of Crunch Internship

- Recognized For Digital and Promotional Work
- Gain Valuable Experience and Build Resume
- Recognized On Social Website as Youth Hockey Intern
- Participation In Team Organization Events
- Receive Team Staff Apparel

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- Recognized For Digital and Promotional Work on Website
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- Recognized On Social Website as Marketing and Promotion Intern/Co-op Student
- Participation In Team Organization Events
- Receive Team Staff Apparel