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## SUMMER CONTRACT OPPORTUNITY: ASSISTANT, MARKETING & COMMUNICATIONS

Ontario Basketball (OBA) requires an enthusiastic, energetic person who loves the game of basketball and would like to assist in the growth of the sport at the provincial level. The successful candidate will be involved in various areas of the organization's summer marketing, communications, business development, and sponsorship initiatives.

Reporting to the Manager of Marketing and Communications, the successful candidate will enjoy working as part of a team, demonstrate a positive attitude, and possess a desire to work in an amateur sport environment.

### Responsibilities will include, but are not limited to:

- Creating digital content for OBA's website and social media channels, including written features, graphics, and videos.
- Providing communications coverage of various events across the province, which requires working some weekends.
- Backend maintenance of Ontario Basketball websites via WordPress and SportsEngine.
- Supporting execution of in-person basketball events, which may include the summer 3x3 tour, Ontario Summer Development Program, Team Ontario, Canada Basketball National Championships and more.
- Assisting the Manager, Partnerships & Business Development with sponsorship activations (signage, etc.).
- Performing other related tasks as assigned.

### Skills and Qualifications:

- Post-secondary education in sport management, communications, journalism, or related field.
- Prior experience with Adobe Creative Cloud and/or MailChimp is a strong asset.
- Excellent written and verbal communication skills.
- Shooting and editing both photos and videos is a strong asset. Live streaming experience is an asset.
- Strong interpersonal skills to interact with various stakeholders.
- Team player with the ability to work independently and take initiative.
- Strong organizational skills and high attention to detail.
- Able to handle multiple tasks and prioritize appropriately to meet critical deadlines in a fast-paced environment.
- Able to work flexible hours (including some evenings and weekends).

**Type of Position:** Contract

**Term:** May to August 2023

**Compensation:** \$17.00/hour, 35 hours per week, less statutory deductions.

**Expected work environment:** Hybrid, ex: 2 days in office per week, 3 days remote work

**Application Process:** Interested applicants should email their resume and cover letter to [info@basketball.on.ca](mailto:info@basketball.on.ca) with the opportunity they're interested in within the subject line.

**Application Deadline: Monday, May 8, 2023 at 11:59PM EST.**

**Please note:** This position is partially funded through Canada Summer Jobs (CSJ). CSJ jobholders must be 15 to 30 years of age at the start of their contract, be a Canadian citizen, permanent resident, or protected refugee, AND have a valid social insurance number and be legally entitled to work in Canada.

Ontario Basketball is an equal opportunity employer. Ontario Basketball is pleased to accommodate individual needs. If you require accommodation at any point throughout the recruitment or selection process, please contact [Dave Stockton](mailto:Dave.Stockton@basketball.on.ca).

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

### About Ontario Basketball

Ontario Basketball is the sport governing body for basketball in the province of Ontario. Ontario Basketball was incorporated as a not-for-profit organization in 1977, but its history dates back to over 80 years ago. Ontario Basketball represents amateur basketball interests in the province and oversees basketball development through the provision of programs and services aimed at meeting the needs of the evolving provincial, national and global basketball landscape. For more information, visit [www.basketball.on.ca](http://www.basketball.on.ca).