



Job Advertisement – Intern, Operations, Administrative and IT Support

Alpine Canada Alpine

Alpine Canada Alpin (ACA), the national governing body for alpine, para-alpine and ski-cross skiing in Canada is looking to fill the position of Summer Student, Operations, Administrative and IT Support.

This position is funded through the Canada Summer jobs initiative, which provides wage subsidies to employers to create employment for secondary and post-secondary students. As such, individuals eligible for the position will:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Working in our Head Office in Calgary at the WinSport Professional Building, the successful candidate will work with various departments providing general operations, administrative and IT support.

Qualifications

- Applicants in the field of Sport Management, Recreation Management, Communications or Administration and other related fields would benefit from this experience.
- Close attention to detail and accuracy, with ability to follow through. Sound judgment, problem-solving skills and the ability to take initiative.
- Ability to deal with personal information in a confidential, ethical and professional manner.
- Possess excellent organization and implementation skills, as well as creative thinking skills.
- Proficiency in MS Office programs
- Must be able to multi-task and prioritize appropriately in a fast-paced environment
- Knowledge of the Canadian sport system and the provincial/national alpine skiing environments is considered an asset but not required.

The preferred start date for this position is **Monday, June 24, 2019**. The position will run for a term of eight (8) weeks. Compensation for the position is \$15/hour with a work schedule of 30 hours per week.

To further explore this opportunity, please submit your resume and cover letter to careers@alpinecanada.org. **The application deadline is June 14, 2019.**