



SAIL·VOILE CANADA

Communications & Administration Intern

Sail Canada is recruiting a Communications and Administration Intern who is energetic, well organized and enthusiastic about the sport of Sailing. This position will support the vision, mission, values and strategic plan of Sail Canada.

Position Overview:

The Communications and Administration Intern will work closely with a dynamic team reporting directly to the Communications Manager and the Director of Operations.

The Communications and Administration Intern will be self-motivated and a team player with strong interpersonal skills. The ideal candidate should possess excellent time management skills, be attentive to details, have the ability to multi-task and thrive working in a fast paced environment. In addition to supporting administrative and communication functions, the intern will play a key role in enhancing our digital presence. Strong creativity and proficiency in creating engaging content for social media platforms—including photo and video production—are essential.

Key Responsibilities:

- **Social Media Support:** In collaboration with Sail Canada Communications and Marketing Manager, create content for Sail Canada's social media channels to engage audiences and promote events and initiatives.
- **Media Relations:** Support media relations efforts by supporting the distribution of press materials and coordinating media outreach for Sail Canada events and championships.
- **Canada Games, Championships and Event Support:** create social media content, writing daily recap, getting in touch with media attending the event, and all other tasks, under the supervision of Sail Canada Communications and Marketing Manager
- **Reception & Customer Service:** Provide excellent customer service by handling phone, email, and walk-in inquiries. Offer administrative support for general inquiries and program-related questions.
- **Program Support:** Assist with the administration of the PCOC (Pleasure Craft Operator Card), Instructor, Coach, and Officials programs, as well as membership services.
- **Retail Support:** Assist with retail sales, merchandise handling, including inventory management, packing, and shipping of merchandise orders.
- **Website / Database Maintenance:** Contribute to the upkeep and development of website content and assist with database entry tasks.
- All other projects, as determined by Sail Canada Communications and Marketing Manager and Director of Operations

Qualifications:

- Strong written and verbal communication skills in English and it is preferable if the incumbent also has French language skills.
- Proficiency in Google Workspace, social media platforms, content creation, and knowledge of website management and databases is an asset.
- Positive, professional demeanor with a strong customer service focus.



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- The ability to work independently, maintain tight schedules and work flexible hours (some evenings/weekends required)
- Knowledge of the Canadian sport system and national sailing programs is an asset.
- Sense of humour and positive attitude

This internship offers hands-on experience in a fast-paced environment and is ideal for individuals looking to gain experience in communications, media relations, and event support within the sports and recreation sector.

Length and Term: May 26 to August 29, 2025 (14 week term)

Salary Range: \$18-\$20/hour, 35 hours/week

Application Deadline: May 9, 2025

Contact Information: Genevieve Manning, Director of Operations; gen@sailing.ca

We thank all who apply, however, only those selected for an interview will be contacted.

This position is supported by funding from Sport Canada