



**Ontario Lacrosse Association**  
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## 2019 SUMMER EXPERIENCE PROGRAM JOB POSTING

### 2019 Summer Experience Program Position: Sport Event Administration

The Ontario Lacrosse Association (OLA) is pleased to offer a summer employment opportunity to a post-secondary student continuing studies on a full-time basis in September. Primary responsibilities involve an event management function, with an emphasis on executing event scheduling, sponsorship and administrative logistics.

#### Responsibilities include:

- Coordinating floor time permits for the *Ontario Lacrosse Festival*
- Managing Program advertising content (print)
- Creating and updating event promotional materials
- Distribution of event status up-dates to tournament participants
- Assist with the execution of digital marketing contracts
- Assist in coordinating an effective event volunteer staffing plan
- Assist with logistics of site advertising installations
- Calculating event economic impact using STEAM model

#### Experience & Qualifications:

- Preferred academic area of study: sport management or event marketing
- Previous event experience
- Good written and oral communication skills
- Proficient with Microsoft Word Suite and Adobe Photoshop
- Great organization and time management skills
- Ability to meet deadlines
- Availability to work in Durham Region Friday, August 2nd-Sunday, August 11th
- Valid Ontario driver's license

This position is a twelve-week contract beginning June 17th.

**Eligibility Requirements:** Under the Student Experience Program, applicants must be: currently enrolled in a secondary or post-secondary institution; have not yet reached the age of 25 years; residents of Ontario during the employment period; eligible to work in Canada and have a SIN.

**Deadline for Application:** Friday, June 14th, 2019.

**Salary:** \$14.00 per hour

**Work Week:** 36.25 hours

**To Apply:** Please forward your resume as a PDF by email to [ron@ontariolacrosse.com](mailto:ron@ontariolacrosse.com) and note on the subject line "**Sport Event Administration Position**".

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