

# WE'RE HIRING

## OPERATIONS STAFF

PAID INTERNSHIP: APRIL 1 - MAY 31



## RESPONSIBILITIES

- Verify and transfer scores from game sheets into both the OMFL and MyLax Rankings websites, within 24 hours of receipt.
- Develop a social media strategy. This includes posting regular updates, with the goals of promoting and developing field lacrosse in Ontario.
- Retrieve data from the database or game sheets as requested by OMFL Executive members.
- Organize and maintain all paperwork after data entry is complete to forward to OMFL Executive.

## REQUIREMENTS

- Knowledge and capability to update social media sites.
- Keen eye for taking action and still photographs.
- Understanding of websites.
- Great attention to detail and time management skills.
- Must be on site May 11-12 and May 18-20 for Provincials.
- Ideal position for someone studying Sport Management or Sport Communications.

Interested applicants should send their CV and cover letter to:  
[josh.briscoe@sympatico.ca](mailto:josh.briscoe@sympatico.ca) by February 28, 2019 @ 11:59pm