

# NIAGARA ICEDOGS



1 ICEDOGS WAY | ST. CATHARINES, ON | L2R 0B3 | 905-687-3641 | NIAGARAICEDOGS.NET

## Community Relations & Office Internship – Niagara IceDogs Hockey Club (St. Catharines, ON)

**Availability:** Full-time - Fall 2021 Semester; Winter 2022 Semester

The community relations and office intern will observe and assist with all office and community relations departments for the upcoming 2021-2022 Ontario Hockey League season. The internship is unpaid and can be used for school credit, with no relocation expenses or housing allowance.

Enrollment in a sport management program will be considered an asset, but not required

### Primary Responsibilities:

- Intern(s) will gain experience in all facets of an organization in the sport and entertainment industry.
- Intern(s) will assist in the Niagara IceDogs Hockey Club Donation program.
- Intern(s) will assist in all community relations initiatives including, but not limited to: community practices and skates, elementary school assemblies, community appearances, and mascot appearances.
- Intern(s) will assist in game day operations, including but not limited to: national anthems, pre-game programs, intermission mini-games, and puck tosses.
- Interns(s) will assist in various day to day office operations including, but not limited to: data entry, clerical work, and reception.
- Interns(s) may interact with executives and players of the Niagara IceDogs Hockey Club, visiting team personnel, and media and broadcasting professionals. The candidates will be expected to act in a professional manner at all times.

### Hours of work:

- In office: four weekdays/week (10:00am-3:00pm, and additional hours on game days and community initiatives as required)
- Internship start and end dates: August 30<sup>th</sup> to end TBD

If interested in this position, please email resume and cover letter no later than 11:59pm on Friday, July 30th. Successful candidates will receive an e-mail for an interview request.

**Raiven de Souza**  
**Manager, Office and Gameday Operations**  
**Niagara IceDogs Hockey Club**  
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The Niagara IceDogs are an equal rights employer that is committed to accessibility and meeting the needs of all individuals. Please make us aware of any need for accommodation.

