



## **Intern, Administration and Community Engagement**

### Peterborough Petes Hockey Club

This is a unique opportunity to work in the sport and entertainment industry as the **Administration & Community Engagement Intern** for the Peterborough Petes Hockey Club, the most storied and longest continuously operating team in the Ontario Hockey League.

The Petes Business Operations team functions like a start-up company, leveraging the team's history of success to elevate the brand. Creativity and entrepreneurialism are expected and necessary attributes for all staff. Each member of the organization plays a key role in, and takes ownership of, the team's accomplishments. As a result, all staff enjoy opportunities for professional and personal development in diverse areas, which helps both the individual and team thrive.

The **Administration & Community Engagement Intern** is a highly motivated member of the Peterborough Petes Business Operations department. The **Intern** is supervised by the **Administration & Community Engagement Coordinator**, and must form exceptional working relationships with all members of the organization, particularly within the Retail, Hockey Operations, Marketing and Sales Departments. The successful candidate will have a focus on customer service and building relationships, and will be proactive in supporting many people in accomplishing the organization's goals.

The **Intern** will be the go-to person for a variety of tasks, including community event activations, player transportation, retail and e-commerce support, and other tasks that will help to serve the team.

The Petes are striving to make hockey a place in which everyone feels included and welcome. When we say "everyone", we *mean* everyone. We endeavor to build experiences that work for everyone by including perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation, veteran status, and national origin.

The Petes are committed to creating a diverse and inclusive workforce. We aim to create a workplace that celebrates the diversity of our team members and our community. Our employees thrive when we get this right.



## Responsibilities

### Administration

- Welcome visitors by greeting them, in person, through email, or on the telephone, and forward or answer all inquiries appropriately
- Plan, and regularly personally manage, the daily transportation of players, coaches, or other staff, as directed by the Coordinator of Administration & Community Engagement, General Manager or Executive Director
- Assist with coordination of office activities and operations to secure efficiency and compliance with company policies
- Manage confidential team paperwork and documentation
- Keep stock of and order office supplies as needed
- Source the best prices for materials
- Make travel arrangements for players and staff
- Help plan, promote, execute, and administer 5050 raffles, jersey raffles, chase the ace, and other fundraising programs
- Help oversee co-op students to assist with administration and retail functions
- Assist customers in the Petes Store and complete other retail tasks when required
- Maintain safe and clean reception area by creating and complying with procedures, rules, and regulations
- Manage bookkeeping and accounting tasks under the guidance of the Bookkeeper
- Assist with retail administration, including e-commerce activities, under the supervision of the Director of Merchandise

### Community Engagement

- Book and plan, sometimes in conjunction with other staff, all Petes community event activations, including parades, festivals, minor hockey practice visits, sponsor visits, golf tournament visits, etc.
- Research events and communicate with organizers to ensure the team's involvement with a wide variety of community groups and events each year
- Recruit, hire, and train a Petes event community team (volunteers) to attend community events
- Lead the idea generation, planning and execution of events, including the year-end awards banquet and holiday party, as well as fan bus trips and road game watch parties
- Maintain telecommunications system
- Keep track of and coordinate the celebration of birthdays, player and coach milestones, and other special events
- Contribute new ideas, general improvements, or other opportunities to aid in the progression of the Petes business
- Complete financial reporting or administration tasks as necessary
- Assist with other duties as required and agreed upon



## Qualifications and Requirements

*\*Please indicate in your application if you do not meet all of these criteria. The Petes will work with each candidate to ensure they are given access to training or qualification amendments as needed.*

- Working toward the completion of a post-secondary degree or diploma
- Insatiable hunger to learn and improve every single day
- Computer proficiency, with excellent working knowledge of Google's G Suite (Docs, Sheets, Slides, Drive, Calendar, etc.), and working knowledge of Microsoft Office programs
- Proficiency or interest in the Adobe Suite (specifically including Photoshop, InDesign, and Premiere), and other software including Final Cut Pro X
- Excellent communication skills, and a particularly keen eye for perfection with marketing communication
- A contagious, positive attitude
- Strong time-management and organizational skills
  - Must be able to manage schedule to achieve daily and weekly goals
- Exceptional work ethic, eagerness to learn, professionalism and a passion for the sport industry
- Willingness to work evenings and weekends, including all Peterborough Petes home games, community events, and other team functions
- A valid G-class drivers licence, insurance, and clean driving record
- Ability to thrive as part of a team, and build a team with shared values

## Compensation & Administration

Peterborough Petes Internships are unpaid, but may include bonuses, commission and honorariums relevant to the position and term.

Interns are expected to keep a healthy work-life balance, and not bound by any limitations with respect to time off. Interns are encouraged to maintain the schedule that best suits their needs, as well as the requirements of their post-secondary program.

The Petes will make any accommodations possible to suit the Intern and put them in the best position to succeed.

This position is available for each of the three traditional placement terms, including the Fall (September to December), Winter (January to April), and Spring/Summer (May to August).

***Please submit a cover letter, resume, and references to [hr@gopetesgo.com](mailto:hr@gopetesgo.com) referencing the position name in the subject line.***