



MONTREAL ALOUETTES FOOTBALL CLUB

Position: Intern, Operations and Events

Application Deadline: January 8th, 2016

Length: Four months

Reports to: Manager, Events

Job Description

- Assist in the coordination of the Clubs events;
- Execute research for various projects for the stadium and events;
- Assist in preparing tasks for the upcoming Alouettes season;
- Assist in the coordination and execution of Amateur football events & initiatives

Qualifications

- Ability to quickly understand the desired end result and break-down the steps needed to achieve it;
- Ability to work well in teams;
- Attention to detail and highly organized work method;
- Ability managing concurrent priorities and tight deadlines;
- Bilingual – French and English (written and oral);
- Strong interpersonal and accountability skills;
- Willingness and flexibility to adapt to a changing schedule;
- Interest in pursuing a career in sports administration;
- Interest in pursuing a career in event planning;
- Ability to commit to a minimum of 20 hours per week (during business hours) in addition to events;

If this position interests you, please forward your C.V. to:

Shawn Taylor

STaylor@montrealalouettes.com

Note: Only candidates granted an interview will be contacted. Please do not call.