



WRESTLING CANADA LUTTE COMMUNICATIONS AND MARKETING INTERN

ABOUT WRESTLING CANADA LUTTE:

Wrestling Canada Lutte (WCL) is the national sport governing body for Olympic style wrestling in Canada. Working in collaboration with our partners, WCL supports the development and growth of wrestling in Canada. Among its responsibilities, the association selects and prepares Canada's teams that participate in international competitions including Continental Championships, World Championships and major multi-sport Games (i.e. Olympic Games).

THE POSITION:

Working in a team environment, the Communications and Marketing Intern will provide various support to WCL Communications and Marketing activities, as well as other event administrative support, where needed.

WORKING CONDITIONS:

This is an unpaid internship, three (3) days per week, with the ability for the candidate to use these hours towards any educational requirements. While the role will primarily require the intern to be on-site at the National Office in Ottawa, there is flexibility to allow for remote work on a periodic basis, depending on the tasks at hand. The role may also require occasional hours outside of traditional 9 AM – 5 PM work hours and could include event-related travel.

REPORTING STRUCTURE / SUPERVISION:

- Direct report: Communications & Marketing Manager
- Indirect report: Chief Executive Officer
- The candidate will also work closely with other WCL staff based in Ottawa.

KEY RESPONSIBILITIES

1. Social media

- Run daily social media (Instagram, X, Facebook).
- Provide live updates on wrestlers in action for international and domestic competitions.
- Coordinate and schedule social campaigns (familiarity with scheduling tools such as Later an asset)
- Respond to comments and messages.
- Help shape and execute social media plan.
- Opportunity to develop new social media platforms.

2. Content creation

- Assist with content creation for web and social channels including video, photo, audio and written.
- Write short stories and updates for website.





- Create graphics for social media.
- Assist with photography.
- Assist and create video for social and campaigns.

3. Website

- Post content to website.
- Post events to website.
- Post minor edits to website.

4. Merchandise

- Assist with coordination and management of WCL merchandise for sale at domestic events.
- Assist with inventory merchandise and team apparel.
- Provide on-site support for merchandise at events (where available).

5. Events

- Assist with national event preparation including participant approvals, accreditation preparation and shipments.
- Provide on-site support for accreditation distribution at national events (where available).

6. Other

- Assist in general day-to-day operations, as required
- Other tasks and duties as requested

EDUCATION, EXPERIENCE, SKILLS

- Currently enrolled in a Communications, Marketing or Sport post-secondary program, or recent graduate.
- Strong written, editing and research skills.
- Photoshop or other photo editing software experience.
- WordPress experience an asset.
- Photography skills an asset.
- Experience with video creation an asset.
- Experience with non-linear editing software an asset.

HOW TO APPLY:

This is an exciting opportunity to gain valuable hands-on experience in communications and marketing, while seeing first-hand how a successful National Sport Organization (NSO) operates.

If you are passionate about communications, marketing, and sport, we encourage you to apply for the Communications and Marketing Intern position. Please submit your resume and cover letter by **December 6, 2024** (note: the deadline may be extended at WCL's discretion). Send your application to the Communications and Marketing Manager at: dmatte@wrestling.ca with "Communications and Marketing Intern" in the subject line. We thank all applicants for their interest, but only those selected for an interview will be contacted.





Candidates would ideally be able to begin duties end of January 2025 or sooner.

WCL is committed to creating an inclusive and diverse work environment as an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. If you require an accommodation, we will work with you to meet your needs.

