



**Job Title:** Intern, Events & Competitions

**Organization:** Football Canada

**Location:** Remote/Hybrid. Travel required for events & as necessary.

**Reports To:** Manager, Events & Competitions

**Term:** May – August, 2026

**Time Commitment:** Full Time (Flexible based on academic requirements)

**Compensation:** For academic credit.

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**About Football Canada:** Football Canada is the national governing body for amateur football in Canada, responsible for organizing, promoting, and developing tackle, flag, and touch football programs across the country. Football Canada oversees national competitions, championships, and international events while supporting the growth of the sport at all levels.

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**Position Summary:** The Events and Competitions Intern will support the planning, coordination, and execution of Football Canada's events and national competitions. This internship provides hands-on experience in sport event operations, stakeholder coordination, scheduling, and competition management within a national sport organization.

The intern will work closely with Football Canada staff and provincial partners, assisting with day-to-day operational needs leading up to and during summer events.

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## Key Responsibilities

### Event & Competition Operations

- Assist with planning and coordination of Football Canada events and competitions
- Support event logistics, timelines, and operational checklists
- Assist with accreditation, registration, and participant communications
- Help prepare event documentation such as schedules, manuals, and reports
- Provide remote and/or on-site support during competitions and events
- Support post-event wrap-up, reporting, and evaluation

### Event Marketing & Promotion

- Assist in the development and implementation of marketing strategies to promote Football Canada's programs, events, and initiatives.
- Collaborate with other FC Staff to keep event related website pages updated
- Assist with the implementation of deliverables for event/organization sponsors



### Competition Administration

- Support competition schedules, draw sheets, and results tracking
- Assist with team, official, and provincial sport organization communications
- Help manage data related to events, rosters, and competition outcomes

### General Support

- Assist with administrative tasks related to events and competitions
  - Support special projects as assigned by the Events and Competitions team
  - Other duties as required
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### Qualifications & Skills

- Current student or recent graduate in Sport Management, Kinesiology, Event Management, Business, or a related field
  - Strong organizational and time-management skills
  - Excellent written and verbal communication skills
  - Bilingual (English/French) is considered an asset
  - Ability to manage multiple tasks and deadlines in a fast-paced environment
  - Proficiency with Microsoft Office (Word, Excel, Outlook)
  - Google Workspace experience is an asset
  - Interest in sport events, competition operations, and football (asset)
  - Ability to be onsite at events, including evenings and weekends during event periods
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### What You'll Gain

- Hands-on experience in national-level sport event operations
  - Exposure to competition management and logistics
  - Opportunity to work with a national sport organization and provincial partners
  - Mentorship and professional development within the sport industry
  - A valuable resume-building experience in Canadian sport
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### How to Apply

Submit the following to Mark Kellington - [mkellington@footballcanada.com](mailto:mkellington@footballcanada.com)

- A resume
- A brief cover letter outlining interest in the role and availability.
  
- Application deadline: Sunday, April 26<sup>th</sup>, 2026
- Expected Interview week: April 28<sup>th</sup> – May 1<sup>st</sup>, 2026
- Expected Start Date: Monday, May 6<sup>th</sup>, 2026

We thank everyone for their interest, but only those chosen for an interview will be contacted.

Football Canada is an equal opportunity employer and encourages applications from all qualified candidates.