



## Special Events Internship – Smilezone Foundation

**Position Summary:** The Smilezone Foundation is currently seeking a Special Events Intern based out of our Oakville office, as part of their school practicum program. This position is responsible for administration and assistance in planning all special events, including community outreach initiatives.

Applicants for the Smilezone Internship Program must be enrolled in a degree/diploma program. Ideal candidates must be hard working, motivated individuals who enjoy working in a high paced environment. Strong communication, both verbal and written, is necessary and applicants must possess strong organizational skills.

**Length of Internship:** We ask for a commitment of 4 months (January – April) Office hours are 8:00 AM to 4:00 PM, however working hours are flexible due to committee meetings and special events.

### Responsibilities

- Assist in the planning stages of the 24-Hour Hockey Tournament
- Sit on the 24-Hour Hockey Tournament Planning Committee
- Assist in the planning stages of the Celebrity Golf Tournament
- Assist with Grand Opening Event Planning and Execution
- Assists with development of new opportunities to build community awareness.
- Identify and pursue potential volunteer recruitment opportunities within the community
- Event Management Assistance
- Database Assistance
- Updating and Creating Content for Website
- Administrative Support
- Other Projects/Duties as assigned

### Qualifications:

- Working towards completion of a degree/diploma in event management, marketing, fund-development, volunteer coordination, sports management or related discipline
- Professional or Volunteer Experience planning special events
- Must be highly motivated and enjoy working in a fast-paced environment on various tasks simultaneously
- Experience working with groups and delivering presentations
- Demonstrated time-management and organizational skills. Flexibility with changing priorities and ability to work evenings and weekends for events and meetings as needed
- Excellent computer skills, including proficiency in MS Office applications

A Criminal Record Check with vulnerable sector screening will be required.

**To apply:** Please send cover letter and resume in one document to [jkouroupis@smilezone.com](mailto:jkouroupis@smilezone.com)

*We thank all applicants for their interest. Only those considered for an interview will be contacted.*