



Right To Play

Look After Yourself, Look After One Another

Communications & Corporate Relations Intern Canadian National Office

Closing Date: 7 December 2009
Department: Canadian National Office
Work location: Toronto, ON

ORGANIZATION PROFILE:

Right To Play is the leading international humanitarian and development organization using the transformative power of sport and play to build essential skills in children and thereby drive social change in communities affected by war, poverty and disease. Right To Play creates a safe place for children to learn and fosters (the) hope that is essential for children to envision and realize a better future. Right To Play's mission is to improve the lives of children in some of the most disadvantaged areas of the world by using the power of sport and play for development, health and peace.

JOB SUMMARY:

This individual will assist several members of the CNO including: Development Coordinator, Athlete and Sport Partnerships; Development Manager, Corporate Partnerships; Development Manager, Community Partnerships.

RESPONSIBILITIES:

Support online communications:

Development of e-newsletters -Develop content and layout for regular e-newsletters (general and athlete). Responsible for mail-outs to CNO database; Website Maintenance with support, keep Right To Play Canada website and the Right To Play Schools website up to date and current. Responsible for writing content (with support) and ensuring consistent format throughout; Social Networks maintain Facebook and Twitter sites by developing new posts, uploading photos, etc to keep supporters up to date and involved with Right To Play.

General support to Development Coordinator, Athlete and Sport Partnerships

Assist Development Coordinator, Athlete and Sport Partnerships with various tasks including organization of media kits, cataloguing of media coverage, updating communication files, communication with Athlete Ambassadors, etc. as needed

General Support to Development Manager, Corporate Relations

Assist Development Manager, Corporate Partnerships with various tasks including research of corporate prospects; assist stewardship of existing accounts through regular correspondence and communication; develop funding proposals assist the Development Manager, Corporate Partnerships with development of funding proposals for potential sponsors

Support planning of major events

Assist RTP CNO team with planning and execution of major events where required



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MINIMUM EXPERIENCE REQUIREMENTS:

Experience Level:

- Entry level – open to university graduates or those enrolled in co-op studies
- Previous experience in an office setting is an asset

Desired asset:

- Proficiency in French
- Previous experience with website design/applications
- Understanding of Sport for Development and Peace

CONTACTS/KEY RELATIONSHIPS:

External:

- Members of the general public
- Corporate partners
- Athlete Ambassadors

Internal:

- All members of CNO
- National Offices

MINIMUM EDUCATION LEVEL:

- Undergraduate degree in Sport & Event Management, Journalism, Communications or related field

TECHNICAL SKILLS:

- Proficiency in Microsoft Office
- Excellent communication skills (written and verbal)
- Excellent interpersonal skills
- Ability to liaise with member of the general public in a professional and courteous manner

LANGUAGE SKILLS:

- Speaking, reading, and writing fluency in English
- Ability to work in a second language (French) is an asset

Salary: Unpaid internship

Employment Start Date: January 2010

Contract Duration: 4 months (full time)

How To Apply:

If you are interested in applying for this position, please send your resume and cover letter to: canada@righttoplay.com and kindly include the job title in the subject line. While we thank all applicants for their interest, only those selected for interviews will be contacted.



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Right To Play - Human Resources Philosophy

Right To Play is an international humanitarian organization that uses the power of sport and play to improve the lives of children in some of the most disadvantaged areas of the world. We believe that all children have the right to play.

Right To Play's human resources philosophy reflects the spirit that drives the organization. The philosophy influences the kind of people who are interested in working for us, the kind of people we recruit and how we treat our people.

Right To Play's culture is entrepreneurial, where employees are encouraged and empowered to perform in the context of rapid international growth, and to aim for the highest quality and adopt global best practices in delivering our programs.

Our employees are global citizens who are passionate about improving the world we live in through value-based grassroots activities. We work on the ground with and through people in the communities we serve to improve the lives of their children. By having a constant presence in these communities and helping them develop the resources and skills they need to help themselves, we aim for sustainable, long-term development.

To translate our vision into action, our philosophy for delivering our programs is "LOOK AFTER YOURSELF, LOOK AFTER ONE ANOTHER". Our employees are the backbone of this delivery, and the philosophy supports them by defining the desired outcomes of our human resources philosophy. This means that we pay competitive salaries, provide comprehensive benefits, encourage employee social events, provide development opportunities and a great work environment.

We measure the success of this philosophy by indicators such as employee satisfaction surveys and staff turnover rate, as well as the overall success of Right To Play.