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ONTARIO VOLLEYBALL ASSOCIATION DIGITAL CONTENT CREATOR

Location: Virtual

Supervisor's Title: Communications Coordinator

Position Level: Part-time contract

Wage: \$14.25 per hour x 246.5 hours

Application Closing Date: June 6, 2021

Start Date: ASAP!

End Date: At the completion of 246.5 hours (no later than September 5, 2021)

ONTARIO VOLLEYBALL ASSOCIATION

The Ontario Volleyball Association (OVA) is an athlete-centered association providing leadership and expertise in the growth, development and delivery of volleyball in Ontario.

It is our vision to provide a fun, safe and rewarding environment through a commitment to Volleyball for Life. To that end, the OVA works with its partners to support athletes through excellent customer service and by offering inclusive programming on a foundation of physical literacy for all ages and abilities. The OVA will provide athletes with quality opportunities for meaningful competition and will support coaches and officials with professional development opportunities.

JOB SUMMARY

Through the 2021 Summer Experience Program (SEP) by the Ministry of Heritage, Sport, Tourism and Culture, we are seeking a creative and fun individual who is quick on the draw for creating content and on the pulse of digital trends and the effective, abstract and impactful who will support the OVA's marketing and communications department through a variety of channels, digital, web and others as assigned.

The Digital Content Creator will report to the Communications Coordinator and will assist with the development and design of core assets including video, photo and collateral event materials with quick turnaround as well as a variety of other creative tasks as assigned to assist all program areas with OVA website content updates.

DEALBREAKERS

Must be a student intending to return to school in the Fall of 2021 or has graduated college or university within the last six (6) months.

Must have your own laptop or desktop computer to complete this internship. Access to the OVA's Adobe Creative Suite accounts will be provided for the selected candidate, should the candidate not already have access to the software.

All content created by the intern belong to the OVA to use for future programming and events.

KEY RESPONSIBILITIES AND OBJECTIVES

- Generate clear, engaging and effective content for the OVA's digital platforms to build awareness of the organization and its multiple audiences. This will include (but is not limited to) social media graphics, video, events, website, large print material and others as needed.
- Through your involvement in several significant OVA projects, you will develop and improve your Adobe CC skills and increase your knowledge of the design and production of print and digital assets.
- You will participate in brainstorming meetings for upcoming events and/or promotions.

QUALIFICATIONS

- Working towards an undergraduate degree in media, marketing, graphic design and/or communications.
- Must be proficient in the Adobe Creative Suite, specifically in Premiere Pro (or Final Cut), Photoshop, InDesign, and Illustrator.
- Sport Association or non-profit experience is an asset but not required.
- A current portfolio of designs and/or projects must be provided.

COMPETENCIES

- Strong interpersonal skills and collaborative teamwork skills.
- Ability to work independently and complete assigned tasks within identified time frames.
- Be comfortable in a fast pace environment with tight and shifting deadlines.
- Must be organized, dependable and detail oriented.

The incumbent must also demonstrate the following personal attributes that reflect the OVA's Organizational Values:

1. Foster an **INCLUSIVE** community
2. Treat all people with **DIGNITY** and **KINDNESS**
3. Act with **INTEGRITY**
4. Utilize **COLLABORATION** to serve the OVA mission
5. Embrace **INNOVATION** with bold creativity
6. Challenge **EXCELLENCE** and continuous learning, always

REQUIREMENT FOR APPLYING

- Cover letter
- Resume
- Two (2) references
- Link to an online portfolio

Please forward your cover letter, resume and contact of two references via email, with DIGITAL CONTENT CREATOR in subject heading to: dbrennand@ontariovolleyball.org

The OVA is an equal opportunity employer. The OVA is committed to providing an environment that is accessible by all and will make all reasonable accommodations for job applicants with disabilities to support their full participation in our recruitment process.

Thank you for your application but only potential candidates will be contacted for an interview