



Ottawa Carleton Soccer League

2451 Riverside Drive, Ottawa, ON K1H 7X7 tel: 613 233-4451
web site: www.ocslonline.ca fax: 613 233-6051 e-mail: manager@ocslonline.ca

OCSL Administrator – Media Intern

The Ottawa Carleton Soccer League is looking for a person to fill the position of Media Intern. This person must be a post-secondary student, who is returning to school in September. This person should be able to work independently.

Responsibilities and Expected Tasks:

- Developing and editing content for various organizational platforms, including external publications and internal communications
- Video production and editing (YouTube, website, etc.)
- Produce articles, highlight packs and video reports of OCSL games and events
- Helping with the maintenance of, and content creation for, OCSL Social Media Platforms
- Assisting with the creation of email newsletter campaigns.
- Other duties, tasks, special projects as requested

Qualifications:

- Currently enrolled at a post secondary institution in a related field of study and returning to school in September
- Proficiency with Adobe Creative Suite programs, video editing,
- Understanding of how to operate a camera (video & photography)
- Demonstrated design talent and creativity.
- Ability to tell a story through video.
- Access to laptop and Adobe CC software
- Ability to manage tight deadlines without sacrificing quality or accuracy.
- Knowledge of all major social media platforms is an asset.

Compensation and Working Conditions:

This role is expected to work 30 hours a week, over 8 weeks, ending August 24th. The intern's time will be split between evenings, weekends and normal business hours. Anticipated start date is July 3rd. This role will earn \$14.00 per hour.

Application Process:

Applications are due by June 17th.

To apply, please submit your resume to:

Chelsea Norris
General Manager, Ottawa Carleton Soccer League



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Please put the job title in your subject line. Please no phone calls or drop ins.

We thank all applicants, but only selected for interviews will be contacted.