



## RUGBY CANADA INTERNSHIP OPPORTUNITY

---

**Title:** Merchandise and Operations Intern

**Type of Position:** Internship (Sept – Dec, 2018)

**Location:** Rugby Canada office – Richmond Hill, ON

**Reporting to:** Senior Manager, Merchandising & Licensing

**Rugby Canada** is the national sport organization committed to the domestic development and international success of rugby for Canada.

### POSITION DESCRIPTION

The Merchandise and Operations Intern will be provided an opportunity to be mentored by and learn from the Senior Manager, Merchandising & Licensing and other associated staff in select general administration projects and tasks.

The position will offer professional development for an individual seeking a career in the merchandising or sport operations domain.

### RESPONSIBILITIES

Working with experienced professional staff, the Intern will have the opportunity to gain valuable knowledge and experience in the following operational areas:

- **Merchandising and National Team Kit:** assistance, maintaining and tracking inventory for online store, various events and national programs
- **Sponsorship and Partner Servicing:** support the development of content for partnership servicing and outreach
- **General Operations:** assistance with office administration as required

### TRAINING QUALIFICATIONS

- Ability to work independently without supervision, but in accordance with training
- Ability to work as a team member, as well as a history of performing in situations that initiative
- Excellent time management skills and ability to meet deadlines
- Efficient and effective oral and written communication skills
- Ability to work flexible hours, on occasion

#### RUGBY CANADA

Toronto Office / Bureau de Toronto  
30 Rue East Beaver Creek Road, Suite 110  
Richmond Hill, ON CANADA L4B1J2  
Tel / Tél: 905 707 8998  
Fax / Téléc: 905 707 9707

Victoria Office / Bureau de Victoria  
3024 Rue Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250 418 8998  
Fax / Téléc: 250 386 3810

rugby.ca  
info@rugby.ca





### SKILL & KNOWLEDGE QUALIFICATIONS

- To be considered for this position, all applicants must be currently enrolled in a degree/diploma program in a relevant field of study at a university/college institution or vocational school during the term of the internship
- Experience with Microsoft Office products, specifically Excel, Word and Powerpoint
- Some knowledge of the sport of rugby is considered an asset
- Fluency in English required; fluency in French an asset

### DEADLINE FOR SUBMISSIONS

If interested in the above internship, please forward a resume and cover letter to Deanna Cowan, Senior Manager – Merchandising & Licensing at [dcowan@rugby.ca](mailto:dcowan@rugby.ca) by Friday, August 31<sup>st</sup>.

Only candidates selected for an interview will be contacted.

#### **RUGBY CANADA**

**Toronto Office / Bureau de Toronto**  
30 Rue East Beaver Creek Road, Suite 110  
Richmond Hill, ON CANADA L4B1J2  
Tel / Tél: 905 707 8998  
Fax / Téléc: 905 707 9707

**Victoria Office / Bureau de Victoria**  
3024 Rue Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250 418 8998  
Fax / Téléc: 250 386 3810

[rugby.ca](http://rugby.ca)  
[info@rugby.ca](mailto:info@rugby.ca)

