

# STUDENT INTERNSHIP

**Internship:** Event Management & Customer Support  
**Company:** GranFondo Canada  
**Location:** Vancouver, British Columbia (CANADA)  
**Job Title:** Intern , Athlete Relations  
**Term:** Commencing May 8, 2017 (18 weeks: 1 position)  
Ends September 10, 2017

## THE OPPORTUNITY

This is the chance to live in a world-class Olympic city and work with an established, dynamic and growing entrepreneurial company that is not only planning events, but creating unique opportunities for people to participate in premium destination tourism experiences. Our offices are located in the heart of the city and well served by public transit (both commuter train and bus service).

## JOB SUMMARY:

The intern will work with the Operations staff to assist with the detailed planning and delivery of the events. This position will be within the Athlete Relations team at GranFondo Canada, however the intern can look forward to the opportunity of being exposed to all aspects of the business.

**RESPONSIBILITIES:** The Athlete Relations Intern can expect to be tackling any number of the projects outlined below.

- Be the front-line person for the Event Hotline (source of event information for participants) for cycling events (training provided)
- Assist with analysis and manipulation of the Registration System and Data
- Assist in the planning and execution of rider/participant handling during the event
- Liaise with other areas of the company & participate in team meetings
- General administrative support for the Athlete Relations Team
- Planning elements of the RBC GranFondo Whistler and the RBC GranFondo Banff services to riders (ie. Bag Check, supply requirements, package pickup)
- Other opportunities as assigned

## MINIMUM EXPERIENCE REQUIREMENTS:

Experience Level:

- Previous experience working/participating in athletic events is helpful
- Previous experience in an office setting is an asset

Education:

- Completion of two years towards a college/university degree
- Demonstrated interest / commitment to sport management and event production preferred

#### Technical Skills:

- Proficiency with basic PC software, specifically Microsoft Excel - Microsoft Office suite products
- Knowledge of competitive cycling and running will be considered as assets

#### General Skills:

- Speaking, reading, and writing fluency in English
- Excellent interpersonal & communication skills (written and verbal)
- Creative problem solving ability
- Strong leadership skills
- Ability to liaise with members of the general public in a professional and courteous manner
- Works well in a team environment

#### **SALARY:**

Unpaid internship (weekly honoraria of \$150 provided). Standard office hours are 35 hours/week. The nature of the event industry will require some evenings and weekend hours. Please note, this internship must be part of an educational requirement for an educational program.

#### **HOW TO APPLY:**

If you are interested in applying for this position, please send your resume and cover letter to: [jobs@granfondocanada.com](mailto:jobs@granfondocanada.com) and include the following in the subject line: name (last, first), job title. We will keep applications on file for other roles that may arise and while we thank all applicants for their interest, only those selected for interviews will be contacted.

#### **COMPANY PROFILE**

Founded in 2007, GranFondo Canada is an event management company committed to the development, planning and execution of world-class sport events.

#### Portfolio of Events:

RBC GranFondo Banff – Saturday, August 19, 2017

RBC GranFondo Whistler – Saturday, September 9, 2017

The Intrepid Stage Ride – September 29 to October 1, 2017

#### **GranFondo Canada - Human Resources Approach**

GranFondo Canada is a private Canadian event management company that creates unique experiences for the sport and active living community. GranFondo Canada's culture is entrepreneurial, where employees are encouraged and empowered to perform yet at the same time all team members are asked and expected to roll-up their shirtsleeves and get their hands dirty when it comes preparing for and delivering at event time. Our aim is premium destination tourism events that provide participants with a quality experience delivered using established best practices.