



**INTERN – ADMINISTRATION & OPERATIONS
(Operations Department)**

- Positions Available:** One (1) position – January 6th to April 30th, 2014
- Compensation:** Performance based honorarium awarded at end of internship term
- Location:** Richmond Hill, ON
- Reports to:** Chief Operating Officer (COO)

Please note that this position is for a seasonal internship only and is based from the Richmond Hill office of Rugby Canada. The appointed individual must be able to display an ability to work during periods of extended hours including evenings and weekends.

Some of the tasks assigned to the appointed individual will be administrative in nature and will need to be completed in the office, while other tasks may require travel off site.

Responsibilities and Tasks may include, but are not limited to:

- Provide daily support in the general administration of the Toronto and Victoria offices under the direction of the COO and/or CEO (including facility management, supplier relationships/contracts, information technology infrastructure, etc.)
- Support the logistical and administrative planning and operation of major meetings and other special events, including Board and Staff meetings
- Provide support in the area of Member Services, particularly assisting with the day-to-day management of the National Registration and Insurance programs
- Assist in preparing all meeting reports and agenda papers, maintaining minutes and managing all action statements that are generated by the COO, CEO or Board of Directors.
- Assisting the COO and the CEO with specific projects.
- Manage ongoing Action Items delegated by Senior Management.
- Provide day-to-day administration of the internal Rugby Canada communications system
- Act as a focal point for all incoming correspondence and telephone enquiries.
- Maintain an inventory of all office supplies and co-ordinating the maintenance of office equipment.

All applicants should have a valid driver's license. Access to a vehicle on a daily basis is considered a valuable asset, but not a requirement.

RUGBY CANADA

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30 Rue East Beaver Creek Road, Suite 110
Richmond Hill, ON CANADA L4B 1J2
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

rugbycanada.ca
info@rugbycanada.ca



To Apply

Please send your resume and cover letter not later than **November 8th, 2013** to:

Human Resources

Email: humanresources@rugbycanada.ca

Fax: 905 707 9707

SUBJECT: Admin & Operations Intern Application

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