

# Summer Student, Event Assistant. CORK / Sail Kingston

**Job Type**

Summer Student

**Position Type**

June to August (30 hrs a week)

**Salary Range**

\$16.55 /hr

**Application Deadline Date**

April 5<sup>th</sup>, 2024

**START DATE**

June 10<sup>th</sup>, 2024

**Job Location**

Kingston, Ontario

**Employment Type**

Seasonal

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**WHO WE ARE:**

CORK is an event-based sailing venue that is host to some of the most prestigious sailing events around the country and globe. Each year, CORK runs five to seven international and Olympic level events that garner crowds of sailing enthusiasts. Attracting competitors, supporters, and volunteers of all ages, CORK truly has the best fresh water sailing in the world.

**CORK's Mission** - By leveraging our natural assets of wind and freshwater, CORK provides high-quality sailing regattas in the welcoming and friendly Kingston, Ontario

**CORK's Core Values:** Fostering a culture of excellence in a friendly environment. Fostering a respectful and welcoming culture toward all

## **WHAT ARE WE LOOKING FOR?**

As a member of the CORK-Sail Kingston team, the Event Assistant will support the planning and hosting of a series of sailing events. This position will be supervised by the General Manager, CORK.

### Duties and Responsibilities:

- Work with both the General Manager and Events Coordinator, CORK, to develop administrative documents and event processes;
- Work with the CORK team to oversee the event calendar for venue conversions, assisting with planning, logistics, and operations to ensure seamless transitions between on water and on shore/social and other ancillary events;
- Build and maintain strong working relationships with volunteers, athletes, coaches, parents, and partners;
- Assist with the event support staff, overseeing availability, scheduling and deployment during events;
- Assist with the execution of operational planning and expense tracking;
- Assist with the management of volunteer engagement, customer service, on shore regatta related events, and various social media platforms

## **WHO YOU ARE**

- We welcome all students across all levels of educational programs to apply;
- Strong attention to detail and ability to prioritize;
- Confident and effective communication skills;
- Team oriented and ability to collaborate;
- Experience in customer service is an asset;
- Must be capable to deliver in a fast-paced environment;
- Familiarity with Microsoft Office, Dropbox, GoogleDrive, and database programs;
- Experience with social media marketing posts and other media platforms;
- Proficiency with Microsoft Office Suite (Word, Excel & Outlook)

## **WORKING CONDITIONS**

- Work term is June-August, 30 hours per week;
- This position will require evening and weekend work (during event season); working outdoors, and specific safety training

## **WHAT'S IN IT FOR YOU?**

- Join an exciting and dynamic team that runs internationally recognized regattas out of the “Freshwater Sailing Capital of the World”;
- Be mentored and develop your skills from a best-in-class organization that has a historic connection to the Kingston community;
- Contribute to the legacy of a brand that has more than five decades driving best-in-class sailing experiences

## **HOW TO APPLY**

To apply, please send your resume and a brief cover letter outlining your interest in the position to [sail@cork.org](mailto:sail@cork.org). Deadline for applications is Friday, April 5<sup>th</sup>, 2024, at 5pm EST. Please add position title “Summer Student – Event Assistant” in the subject line of your email. CORK /Sail Kingston thanks all applicants who apply but will contact only those who will be invited for an interview.

Two (2) positions are available