



# INTERNSHIP POSTING

**Position:** [Ontario Hockey League](#) - Business Operations Intern (Summer 2025)

**Department(s):** Business Operations

**Duration:** 4 months (May 2025 – August 2025), with opportunity for extension

**Location:** OHL League Office, 305 Milner Ave. – Suite 200, Scarborough, ON (hybrid)

**Compensation:** Bi-weekly salary, \$17.50/hour for 40 hours per week

**Requirements:** Domestic students enrolled in accredited university/college internship/co-op program

**Application Deadline:** December 31<sup>st</sup>, 2024

**Application Procedure:** Submit **resume** and **cover letter** to [ohlinternships@chl.ca](mailto:ohlinternships@chl.ca) *citing the position title in the subject line.*

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

## About the Role

The Ontario Hockey League (OHL) is seeking a highly motivated **Business Operations Intern** to join our team for a dynamic, multifaceted internship experience. This role supports key initiatives in marketing, partnerships, and business development. As an integral member of the OHL team, you will gain hands-on experience in data management, event coordination, program development, and stakeholder communication.

## What We Offer

- A structured, supportive environment designed to cultivate career skills and foster professional growth.
- Hands-on work that directly contributes to the success of OHL programs and initiatives.
- Exposure to a range of departments, offering insights into league operations and potential career paths in the sports industry.
- Mentorship and guidance from OHL staff, helping interns build valuable skills and connections.

## **Key Responsibilities:**

### **Partnerships & Business Operations**

#### **Proof of Performance**

- Collaborate with internal teams and external photographers to ensure timely and accurate submission of partner assets (e.g., rink boards, ice logos).
- Audit submitted materials for compliance with contractual obligations and quality standards.
- Use platforms like OHL Images and Greenfly to source and supplement missing partner assets, maintaining a comprehensive database of Proof of Performance materials.
- Capture Proof of Performance through OHL Live to ensure accurate representation of partner advertisements across venues.
- Assist the Coordinator of Business Operations in creating and delivering comprehensive seasonal summary reports for corporate partners.

#### **Focus Groups and Feedback Sourcing**

- Engage with personal and professional networks to gather critical feedback, informing departmental improvements and fostering a culture of continuous enhancement.

#### **Video Archive Management**

- Build and maintain an archive of OHL video content, ensuring accessibility for stakeholders.
- Develop new promotional content from existing footage to enhance marketing efforts and fan engagement.

#### **Content Development**

- Assist in facilitating focus groups and workshops, contributing to the gathering and analysis of feedback for strategic planning.

#### **General Support**

- Provide comprehensive support to the Coordinator of Business Operations in preparing corporate partner fulfillment documentation for the upcoming season.
- Assist the Vice President of Business Operations in distributing necessary codes and information for team sales and OHL Live requirements.
- Collaborate with the Director of Communications to coordinate duties with regional broadcast partners and member clubs.
- Contribute to the creation of the annual OHL Media & Information Guide and other marketing materials to support stakeholders.

- Offer cross-functional support to various departments, ensuring continuity of operations during busy periods or staff absences.

**Preferred Qualifications**

- Currently enrolled in a university or college program in sports management, business, commerce, education, communications, policy or a related field.
- Passion for sports with a strong interest in partnerships, business development, marketing, sponsorship, and stakeholder engagement.
- Basic proficiency in relevant software such as Microsoft Office, data analysis tools, and social media platforms.
- Strong communication skills, attention to detail, and the ability to manage multiple tasks independently.
- Self-motivated, willing to learn, and eager to contribute to team projects.
- Willing to travel to events, as needed.
- Ability to work in the Scarborough office on Wednesdays.