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CANADA

JOB POSTING | COMMUNITY AND EVENTS INTERNSHIP

Summary of the role

We currently have a vacancy for a Community and events internship

Reporting to Events & Officials Manager, the Community & Events Intern supports Cycling Canada's mission to inspire Canadians to cycle by helping deliver engaging events and community initiatives. Working with the Community Growth & Events team, the intern assists with the administration and logistics of the national events calendar, supports community and membership programs, and contributes to the preparation and on-site delivery of the Track Cycling World Cup. This role offers hands-on experience in sport and event management while helping strengthen Canada's cycling community.

About Us

Cycling Canada is the national governing body for cycling in Canada, established in 1882. The organization aims to inspire Canadians to cycle and develop the sport across the country, from amateur to Olympic/Paralympic levels.

As an organization, our **purpose** is simple: inspire Canadians to cycle. Our **mandate** is to holistically develop our sport, putting more Canadians on bikes from coast to coast and more Canadians on podiums around the world. To that end, Cycling Canada has a bold strategic plan to transform our sport in Canada over the next ten years. We will engage, unite and support our partners to collectively develop our community through high quality programs, events and services that are aligned from coast-to-coast.

Status: Part-time student Position (20-24 hours per week)

Location: This is a hybrid position based out of Cycling Canada's office locations in: Ottawa, ON, Bromont, QC or Milton, ON. Remote applicants may be considered in exceptional circumstances.

Salary range: $500 per month

Anticipated contract Dates: January 11th to April 30th, 2027

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Specific Responsibilities

As a Community & Events Intern, you will contribute to our success by delivering on several areas of responsibilities including but not limited to:

- Assisting with the administration and logistics of the national events calendar, including tasks such as technical guide and website development, registration platforms, and event collateral procurement.
- Assisting with the event preparation and on-site logistics of the 2027 Track Cycling World Cup in Milton, ON, April 2-4th.
- Supporting other community and membership services initiatives as required.
- Supporting other domestic events programs and initiatives as required.

Qualifications

- Current student in a post-secondary program in Event or Sport Management
- Basic graphic design knowledge is an asset (ie. Canva, Adobe)
- The ability to work in English and French is a strong asset.
- Experience working in cycling or wider Sport Industry is an asset

Skills and Competencies

- Ability to work collaboratively as part of a team
- Excellent problem-solving skills
- Ability to multi-task
- Passion, integrity, sound judgment, and self-direction

Travel

The Community & Events Intern will be required to travel to meetings, events or program activities within Canada.

Interested?

If you are a team player, possess the qualifications, the experience that Cycling Canada requires, and are committed to contributing innovative ideas within a collaborative environment, you may be an ideal candidate for this opportunity.

Applications must be received by **November 3, 2026 at 11:59pm (Eastern Time).** To apply, please visit: **APPLY HERE**

Cycling Canada 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 discrimination.

**Criminal record and credit checks will be required of the successful candidate prior to hiring.*

***We thank all applicants for their interest; however, only those selected for an interview will be contacted. We use Artificial Intelligence (AI) technologies to maintain an efficient, fair and transparent hiring process. Our hiring process is never completely automated, and uses AI in conjunction with our recruiting professionals.*