



**OUR TEAM.
OUR CITY.**

Internships, Partnerships

Agency Information

Agency: Edmonton Elks Football Club

Contact Title: Internship, Partnerships

Address Line One 11000 Stadium Road

City: Edmonton

Postal Code / Zip Code: T5H 4E2

Province: Alberta

Country: Canada

Email address: michelle.aquin-lunty@goelks.com

General Posting Information

Position Type: Internship

Reports To: VP, Corporate Partnerships

Department: Partnerships and Suites

Application Process: Please send resume and cover letter directly to michelle.aquin-lunty@goelks.com

Start Date: May 15, 2024 (Flexible)

Posting End Date: May 15, 2024

Possibility to extend past the internship period? If available

The Edmonton Elks are the most successful franchise of the Canadian Football League modern era. Founded in 1949, the team, known for their Green and Gold colours, are 14-time Grey Cup champions, including the historic five-in-a-row from 1978 to 1982. Through our unwavering commitment to integrity, accessibility and passion, the Elks deliver a sports and entertainment experience worthy of champions. As a community-owned team, we strive to make a positive and meaningful impact in the community and are committed to the development of amateur football across Northern Alberta.

Updated: May 1, 2024



T: 780-448-3557 (ELKS)
F: 780-448-2531



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The Corporate Partnership & Suites department oversees a major revenue stream for the club. We build partnerships based on the needs and goals of our partners and use our assets and events as a platform to showcase their brands. Our team consists of sales and service members, who work closely together to ensure our clients are continuing to see value in our product, troubleshooting and finding solutions and executing creative projects that highlight our partners brands.

Job Duties:**Partnership Activation**

- Assist, support, and coordinate with internal teams
- Admin support to VP of Partnerships – report formatting, proposal updates
- Social media management – reconciling requests, and tracking partner content
- Web Ad Management – JIRA (Submitting graphics to online platform along with web ad trafficking details as per contract.)
- Prospecting/Contact Mining and Research
- General admin including meeting minutes
- Partnership contract creation

Event Support

- Assist with execution of internal and partner events
- Coors Light Watch Parties, Fan Day etc. Event set up, preparations, on site contact

Game Day Support

- Signage - Update signage maps each game week, suite area directional signage
- Photo Inventory Management – label, file, and mid-season report (1 pager with data and photos)
- Exterior Activations
- Partner ticket/accreditation management
- Assist with the distribution of sponsor prizes on game day
- support activation team with set up and game day flow of activities
- Other duties as assigned

Qualifications/Requirements:

- Proficient with Microsoft Office
- Strong Communication Skills
- Physical Requirement: Lift 40lbs
- Ability to work days, evenings and weekends to meet events and game day schedule



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