



## **Basketball Administration Internship – CEBL**

**Position:** Basketball Administration Intern  
**Reports To:** Coordinator, Basketball Operations  
**Location:** Hybrid, Remote/CEBL Office (Stoney Creek)  
**Job Type:** Full-time internship (May-August)  
**Compensation:** Honorarium upon completion of internship

*Please note that this internship opportunity is for academic credit only*

### **About the CEBL**

The Canadian Elite Basketball League (CEBL) is Canada’s professional basketball league, with 10 member clubs across six provinces. Blending global innovation with local connection, the league is redefining how the game is played and experienced while rooting its teams deeply in communities coast to coast. With a fan base of 4.1 million Canadians – up 57 per cent since 2022 – the CEBL has cultivated Canada’s youngest basketball audience, with more than half of its fans aged 34 or younger. Its rapid growth reflects its ability to connect authentically with a new generation of basketball fans while expanding the sport’s cultural footprint nationwide.

In 2025, the CEBL featured 17 players with NBA experience, and nearly 70 per cent of its athletes were Canadian – the highest proportion of domestic talent in any professional sports league in the country. To date, nearly 40 players have signed NBA contracts following CEBL seasons, which run from May through August. Visit [CEBL.ca](https://www.cebl.ca) or follow @cebleague on social media.

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### **Position Overview**

The Basketball Administration Intern will assist the Basketball Operations department in executing key administrative functions related to league operations, player management, and team compliance. This role provides valuable hands-on experience in sports administration, data management, and league operations within a professional basketball environment.

The successful candidate will support the maintenance of the league’s operations manual, assist in managing free agency and player transactions, and contribute to the ongoing tracking and analysis of the league’s salary matrix and team compliance documentation.

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### **Key Responsibilities**

- Assist the Basketball Operations team with day-to-day administrative and compliance tasks.
- Support the maintenance and updates of the CEBL Operations Manual, ensuring accuracy and alignment with league policies.
- Track and organize data related to player movement, free agency, and roster transactions.
- Assist in maintaining the league’s salary matrix and ensuring team compliance with salary cap regulations.
- Support document management related to player eligibility, contracts, and league registration.
- Contribute to the ongoing maintenance of the league’s stats, records, and historical databases.
- Conduct research and compile reports to support basketball operations decision-making.
- Collaborate with internal departments to ensure accurate communication and documentation across the league.
- Perform additional administrative duties as assigned.

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### **Qualifications**



- Currently enrolled in a Sport Management, Business, or related academic program that includes an internship credit component.
  - Strong organizational skills and attention to detail, with the ability to manage sensitive information.
  - Proficient in Microsoft 365 and Google Workspace tools.
  - Familiarity with database systems, or spreadsheet management preferred.
  - Strong analytical and problem-solving skills, with the ability to interpret data and regulations.
  - Excellent written and verbal communication skills.
  - Understanding of basketball operations or professional league structures is considered an asset.
  - Valid driver's license preferred.
  - Strong attention to detail and high degree of accuracy in data entry and reporting.
  - Excellent organizational and documentation skills.
  - Proven ability to meet deadlines and work efficiently in a fast-paced environment.
  - Strong interpersonal communication and teamwork abilities.
  - Comfortable handling confidential information with professionalism.
  - Passion for basketball and an interest in the administrative side of sport operations.
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#### **Availability**

- Monday – Friday, 9:00 AM – 5:00 PM
  - Some evening and weekend availability may be required, flexibility in working hours availability is preferred.
  - Internship Term: May-August 2026
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#### **Application Details**

Interested candidates are invited to submit their resume and cover letter to **Shelby Vilneff at [svilneff@cebl.ca](mailto:svilneff@cebl.ca)** with the subject line: **“Basketball Administration Internship”**

#### **Application Deadline: March 27, 2026**

The CEBL is proud to be an equal opportunity employer, committed to fostering an inclusive, equitable, and accessible workplace where every team member feels valued and empowered to reach their full potential.

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