

MONTREAL ALLIANCE - CEBL

JOB OPENING



<i>Job Title:</i>	<i>Partnership Intern</i>
<i>Start date:</i>	<i>September 15, 2026</i>
<i>Job Status:</i>	<i>Temporary part-time position (20 hours/week)</i>
<i>Workplace:</i>	<i>Verdun Auditorium</i>

JOB PURPOSE

Reporting to the Corporate Partnerships Coordinator, the Corporate Partnerships Intern will support the department's day-to-day operations and assist with various partnership-related tasks and deliverables to meet sponsors' expectations.

This internship offers a unique opportunity to gain practical and formative experience in the professional sports industry, within a stimulating and collaborative environment.

The position is part-time (20 hours/week) for a duration of four months (Sept-Dec), with a schedule that will be adapted to academic commitments.

The ideal candidate is passionate about sports—ideally basketball—curious, detail-oriented, and motivated to learn and contribute to the department's success.

MAIN RESPONSIBILITIES

Support for the coordination of sponsorship deliverables

- Prepare and update partner deliverable tracking spreadsheets
- Facilitate the flow of information with other departments (production, operations, marketing)
- Assist in preparing for internal meetings related to sponsorships
- Support the updating of the CRM/PandoPartners (data, contracts, deliverables)

Production & Sponsored Equipment

- Assisting with the creation of visual materials or providing briefings to suppliers
- Overseeing the production of promotional items
- Organizing and archiving visual materials and promotional tools

Research & Development

- Monitoring of sponsorship initiatives
- Proposing activation concepts or partner events
- Support in preparing pitch presentations (visuals, statistics, examples)
- Assistance in documenting the results of initiatives

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REQUIREMENTS AND DESIRED PROFILE

- Bachelor's degree or college diploma in marketing, communications, management, or a related field (completed or in progress)
- Strong interest in the sports industry and event marketing
- Excellent ability to work under pressure and manage multiple priorities simultaneously
- Team player, proactive, creative, and self-motivated
- Flexibility regarding schedule (games, evenings, and weekends as needed)
- Excellent communication skills in French and English (spoken and written)
- Proficiency in basic computer software (Microsoft Office, Canva, or equivalent is a plus)
- Knowledge of basketball or experience in the sports industry is a plus
- **Availability to work in person at the Verdun Auditorium on Tuesdays or Thursdays—required**
- **Bilingual in French and English, both spoken and written—required**

Interested candidates may submit their resumes by Sept. 4, 2026, at the latest to RH@AllianceMontreal.ca Please include the job title in the subject line of your email.

Please note that only candidates selected for an interview will be contacted.