



Operations Intern **OTTAWA BLACKJACKS PROFESSIONAL BASKETBALL CLUB**

Position: Operations Intern, Ottawa BlackJacks
Location: Ottawa, Ontario
Reports to: Operations Executive
Job Type: Unpaid Internship. Must be completing internship for academic credit.

Position Overview

The Ottawa BlackJacks are seeking a motivated and dedicated applicant to join its operations and community team. As a member of the team, you will play a vital role in the execution of the day-to-day operations requirements for the team.

Responsibilities: (Including, but not limited to)

- Assist the operations team and other team members in the execution process of gameday themes and operations including volunteer recruitment and management.
- Assist the operations team in the management of team merchandise including merchandise orders, stock management and online order fulfillment.
- Assist the operations team in the planning and implementation of community events for the team, such as player/coach/mascot appearances, basketball clinics and 3x3 tournaments and ensure all required equipment is available and prepared for use for each community event.
- Assist the operations team with various other operations roles such as venue set up, player apparel management, and other team related tasks.
- Represent the Ottawa BlackJacks at various community events within the Capital Region.
- Develop strong relationships with key members of the Ottawa-Gatineau community.
- Act as a brand ambassador for the Ottawa BlackJacks while establishing rapport with the community.
- Provide ongoing support of the Club's overall business objectives while upholding league regulations.

Required Skills:

- Attention to detail and the ability to multitask.
- Ability to work under pressure to meet deadlines and objectives.
- A self-starter that works well independently, as well as part of a small team.
- Friendly and approachable with an outgoing personality.
- Excellent written and verbal communication skills.
- Understanding of the game of basketball is an asset.

Qualifications:

Background studying sports management, event management, or business. Must be completing an internship for academic credit to be eligible. This is an unpaid opportunity.



**Availability:**

Work hours may include occasional late hours, evenings, and weekend work when hosting events. Must be available for all 2026 BlackJacks home games. Some exceptions may be accepted upon mutual agreement with the internship supervisor.

Term:

Summer 2026 (April – August 2026). Official start date to be discussed.

Application Process:

Applicants may submit their application (cover letter and resume) info@theblackjacks.ca with the subject line: “Operations Internship – Ottawa BlackJacks”

The Ottawa BlackJacks is an equal opportunity employer and welcomes all qualified applicants. We are committed to fostering an inclusive, equitable, and accessible workplace where every team member feels valued, respected, and supported, and have the opportunity to reach their full potential. We thank all applicants for their interest, however only those selected for an interview will be contacted.

About the Ottawa BlackJacks

The first expansion franchise of the Canadian Elite Basketball League (CEBL), the Ottawa BlackJacks are a professional men’s basketball team competing out of The Arena at TD Place. The club is committed to excellence on-and-off the court and aims to inspire community pride, foster grassroots development and deliver an unparalleled fan experience.

About the Canadian Elite Basketball League (CEBL)

The Canadian Elite Basketball League (CEBL) is Canada’s professional basketball league, featuring 10 teams across six provinces. With a fan base of 4.1 million Canadians (up 57% since 2022), the league has built the country’s youngest basketball audience, with more than half of its fans under 35, while maintaining strong community roots nationwide.

In 2025, the CEBL featured 17 players with NBA experience, with nearly 70% of athletes Canadian — the highest domestic player ratio of any Canadian pro league. Nearly 40 players have earned NBA contracts after competing in the CEBL’s May–August season.

