OTTAWA BLACKJACKS PROFESSIONAL BASKETBALL CLUB
Merchandise & Operations Internship

Position:	Merchandise and Operations
Reports to:	Operations Executive – Basketball & Community
Location:	In-office; Ottawa, ON.
Job Type:	Un-paid internship; must be completing internship for academic credit.

Position Overview:
The Ottawa BlackJacks are seeking a motivated and dedicated applicant to join its merchandise and operations 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 in preparing for the 2027 CEBL Season.

Responsibilities (including, but not limited to):

- Managing inventory of all retail merchandise – intake, tracking, preparation for sales and fulfillment of orders.
- Manage the online retail store inclusive of sales and marketing ideas.
- Provide updates to the Leadership Team on key performance indicators, including merchandise and apparel sales, event activity, customer satisfaction, and camp registrations.
- Support the planning and delivery of offsite events and activations under the direction of team staff, including event setup, participant support, and on-site coordination.
- Assist the operations team and other team members in the execution process of gameday themes and operations including volunteer recruitment and management.
- Assist with day-to-day administration and coordination across team functions

Required Skills:

- Strong written and verbal communication skills.
- Strong organization and time management skills.
- A flexible, reliable, and collaborative approach to work.
- Ability to work independently with guidance and meet agreed deadlines.
- An interest in supporting fans, customers, partners, and diverse communities.
- Relevant experience or transferable skills connected to the preferred role.
- A valid driver's license where driving is required for the assigned role.

Qualifications:

- Background studying sport management, event management, business or other related fields.
- Must be completing an internship for academic credit to be eligible.

Availability:

- Must be available for in-office hours during the week.
- While normal business hours are kept for most working days, there may be occasional late hours, evenings and weekend work when attending or hosting events.

Term:
Winter 2027 (January to April 2027). Flexible start and end dates.

Application Process:
Applicants may submit their application (cover letter and resume) to info@theblackjacks.ca with the subject line "MERCHANDISE & OPERATIONS INTERN".

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

The Ottawa BlackJacks are 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, supported and has the opportunity to reach their full potential.

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. For more information, visit theblackjacks.ca.

About the CEBL:
The Canadian Elite Basketball League (CEBL) is Canada's professional basketball league, with 10 teams across six provinces. With a fan base of 4.1 million Canadians—up 57% since 2022—the CEBL has the youngest audience in Canadian pro sports, with over half its fans under 35. In 2025, the league featured 17 players with NBA experience, and nearly 70% of its athletes were Canadian, the highest domestic representation in any Canadian pro league. Nearly 40 players have gone on to sign NBA contracts after CEBL seasons. Learn more at CEBL.ca or follow @cebleague.