



Programs and Operations Intern – Emerging BIPOC Leaders (EBL)

Position Type: Full-Time Internship Opportunity (Entry-Level)

Location: Remote/Hybrid (Canada)

Reports To: Program and Operations Manager

Duration: August to December 2026 / August 2026 to April 2027 / January 2027 to April 2027 (a 8-month or 4-month internship)

Time Commitment: depends on programming, leadership initiatives, and event schedules.

Position Overview

ICSN is seeking a highly motivated and professional Leadership Development Intern to support the continued growth and strategic development of the Emerging BIPOC Leaders (EBL) Program.

This role will work closely with the EBL leadership team to support national leadership initiatives, participant engagement, webinar coordination, stakeholder communications, operational planning, and long-term program development.

Due to the nature of the role and level of responsibility involved, ICSN is seeking a mature, professional, and highly organized individual with previous leadership, administrative, event coordination, or program management experience.

This position is ideal for a senior student, postgraduate student, recent graduate, or emerging professional interested in leadership development, equity-focused programming, sport administration, and national community engagement.

Key Responsibilities

- Support coordination and strategic growth of the EBL Program
- Assist with webinar and virtual event planning/execution
- Support participant engagement and national communications
- Assist with database management and organizational tracking systems
- Help coordinate leadership opportunities, activations, and programming
- Assist with reporting, documentation, and operational planning
- Support relationship management with partners and stakeholders
- Assist with mentorship and professional development initiatives
- Support broader leadership ecosystem and engagement initiatives

Preferred Qualifications

- Previous experience in leadership roles, administration, event coordination, or program management strongly preferred
- Strong professionalism and communication skills
- Highly organized with strong attention to detail



- Comfortable working independently and managing multiple priorities
- Strong understanding of equity, inclusion, leadership, and community engagement
- Experience within sport, nonprofit, education, or youth/community programming considered an asset
- Ability to handle sensitive communications and work professionally with stakeholders

Submission of Applications:

The deadline for applications is **Friday, June 19th, 2026**. Interested candidates are asked to forward a resume and cover letter detailing their suitability for the position by email to president@inclusionincanadiansports.ca. Please include **Programs and Operations Intern** in the subject line.

We thank all applicants for their interest and **will contact only those candidates whose skills and experience best match the requirements of the position.** All applications will be treated in strict confidence. ICSN is an equal opportunity employer.