



Professional Internship Program
Position description for Vancouver, BC, Canada

Company Overview

Canadian Outback Adventure Company Ltd. was founded in 1992. Beginning primarily as a marketing company, COA was committed to sell a variety of high quality adventure packages throughout British Columbia, Yukon and Alaska. In 1995, Canadian Outback started white water rafting operations in the Squamish Valley and has undergone steady growth as a tour operator since that time. In 1997, we added corporate ski packages which allowed us to operate in both the summer and winter season. In 2002, Canadian Outback clients were asking for more adventures and we responded with our Events division. That year, we began offering programs twelve months a year. Corporate team building and group adventures included events such as Amazing Chase, CSI and Survivor (see www.canadianoutback.com). Also, we are able to construct custom events for clients ranging from brand new concepts and locations to an endless combination of programming options.

The demands of our market have changed over the years and we've adapted our business to accommodate them. Currently, we have operations centres in the following cities: Vancouver, Calgary, Toronto, Seattle, New York, and London, England. From these centres, we can execute corporate team building and group activities across all of North America and Europe.

Our customers are our priority. Their satisfaction means that we'll be able to continue as a business and provide more work to staff. Only through our "*extraordinary attention to detail*" can Canadian Outback Adventures & Events hope to provide *Stories Worth Telling* to our customers and our staff. By consistently exceeding the expectations of our customers in service and value, we will achieve all of our goals. Our excellent staff helps us to continue to grow and allows us to explore new and exciting possibilities as a facilitator of rich and lasting memories.

Internship Philosophy

Our goal is to provide you with a realistic view of operating a business in this exciting and growing events industry. We believe in fully incorporating our internship students into all aspects of our diverse company. You will be required to utilize your existing skills and knowledge to its fullest while acquiring new and exciting skills and experience. This internship will be a full workload for the student, including; long and varied work hours, potential travel to various locations (both Canada and the US) for events with exposure to all areas of our company. Specific skill areas for you to develop are; team management, time management, event planning, communication, budgeting, marketing, customer service and problem solving. The ideal student will be hard working, proactive and possess the ability to think fast and effectively in times of need.

Responsibilities and Opportunities

During your internship you will play an important role in the following areas:

- Hosting on team building events
- Preparation and execution of team building events
- Leading team building events
- Group addresses during team building events
- Research and development with team building events
- Research and development with inventory systems and supplies
- Hosting summer adventure picnics (seasonal)
- Shadow sales department
- Shadow and assist adventure reservations
- Shadow and assist in planning and execution of custom events

Work Schedule, Location and Benefits

Your weekly schedule will be flexible and heavily dictated by the number of events and adventures being implemented in all offices. Days off will vary based on the events schedule and can include weekdays, but will usually occur on weekends. You should expect to have the opportunity to travel to our Toronto and Calgary office for events along with various locations throughout Canada and the US.

You will be based at our Head Office in North Vancouver, BC. There are numerous accommodation options in the area, the most popular being rental suites or shared accommodation. Our North Vancouver office is situated on a major bus route and is easily accessible from most regions.

We believe in working hard and playing hard. You will have access to various social functions held within the company throughout the year. You will also be eligible for free or discounted adventures including; whitewater rafting, skiing, kayaking, mountain biking and more.

Canadian Outback Adventures & Events believes in providing a comfortable social atmosphere for all employees and students to flourish in.

Interviews and Additional Information

Please submit applications via email in Word or PDF format to the below listed address. Please include a resume and cover letter explaining why you are interested in becoming part of the Canadian Outback team.

We look forward to hearing from you.

Natania Mathany, Operations Manager
nmathany@canadianoutback.com