

POSITION DESCRIPTION

INTERNSHIP - MARKETING & EVENT MANAGEMENT



- PURPOSE:** Assist with the administration of national grassroots youth programs endorsed by the United States Olympic Committee, the National Basketball Association and Major League Baseball with the opportunity to earn full-time employment.
- TERM:** September – May (Flexibility with start date/end date can be discussed with each candidate).
- EDUCATION:** Bachelor's and/or Master's degree preferred in business, communications, public relations, marketing, sports administration or related fields.
- QUALIFICATIONS:** The ideal candidate has a great work ethic, strong communication skills, is highly organized, completes tasks quickly, and is knowledgeable of Microsoft Office software. The candidate needs to be available to work weekend events both in the Atlanta market & other major US cities.
- COMPENSATION:** Interns will be paid a monthly stipend. Specifics will be discussed with each candidate.
- JOB FUNCTIONS:**
- 1) Take a major role in the day-to-day administration of national grassroots youth programs for Major League Baseball, United States Olympic Committee, and the National Basketball Association.
 - 2) Recruit & manage volunteer hosting organizations for local and regional events.
 - 3) Update spreadsheets with logistics and contact information.
 - 4) Establish a working relationship over the phone with members of an existing youth sports network.
 - 5) Interact on-site at events in Atlanta and other major markets around the country with clients, sponsors & staff members.
 - 6) Conduct online research for youth sports organizations.
 - 7) Administrate recognition programs by securing applications and assisting in a selection process.
 - 8) Assist with the planning surrounding special events, clinics, tournaments and All-Star games.
 - 9) Assist with mass mailings, warehouse shipments and fulfillment.
 - 10) Provide LEJ Sports Group with an enthusiastic presence for a variety of sports and programs, both in the office and on-site at events.

Send a 1-page resume & any references in Microsoft Word to Matt Hilley at m.hilley@lejsports.com.

