



POSITION AVAILABLE: FALL INTERNSHIP

Hours: Business hours, with occasional weekends and/or nights

Tentative Start Date: September 8, 2010

Compensation: Unpaid, hours can be applied to college credit if needed

Summary:

This internship position assists the Event and Marketing Coordinators, as well as the Executive Director, of the Seattle Sports Commission (SSC) with a wide variety of tasks and projects.

The applicant needs to have strong administrative and communication skills, with the ability to multi-task. Interns are expected to not only complete their assigned duties, but have a desire to gain experience pertaining to career goals.

Potential interns will have the opportunity to work full-time. Events and other projects might occur on nights and/or weekends, so flexibility is a must.

Duties and Responsibilities:

Administrative/Management

- **General Office:** Copy, fax, mail, ship, and file materials as needed. Manage inbound SSC emails and responded accordingly.
- **Event Management:** Assist with coordinating board meetings, receptions, networking functions and partner events. In addition to regular business hours, additional time may be required at some events. The SSC owns and operates the following events, which will both be focal points of the internship experience:
 - September 27, 2010 T-Mobile Links (SSC Corporate Golf Event)
 - January 26, 2011 76th Annual Sports Star of the Year, presented by MTR Western
- **Database Maintenance/Organization:** Input, update, manage and organize information into SSC database/filing system. This may include venues, partners, contacts, etc.
- **Research:** Utilize the internet and other resources to support the SSC with various research projects and have the ability to report findings in a clear and organized manner.

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One Convention Place • 701 Pike Street, Suite 800 • Seattle WA 98101
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Marketing/Sales

- **Website Development:** Ensure that the SSC and SUBWAY® Washington Games websites are accurate and updated at all times. Gather and/or provide new events and information as needed.
 - Update event calendar and news feed on a daily basis.
 - Research sports clubs/organizations, communicate with appropriate contacts and include information on SSC website.
 - Generate reports on web activity.
 - Become familiar with various web-related programs to make changes to website.
 - Write press releases for SSC events and projects.
- **Collateral Materials:** Assist Marketing/Creative Services and SSC staff with developing, creating, distributing and updating informational and collateral.
- **Bid Coordination:** Assist the Event Coordinator, as well as the Executive Director, in submitting bids for major sporting events.
- **Partnership Program:** The Partnership Program is the backbone of the SSC. Annually, companies, organizations and individuals make contributions in support of our mission.
 - The intern will have some involvement in relationship and partnership building as well as customer service practices. He/she will assist the Event and Marketing Coordinators with any events or projects in relation to the SSC Partnership Program.
 - Other responsibilities include lead development/researching new prospects, proactively selling memberships, as well as coordinating and implementing membership benefits.

Skills Desired:

- **General Office:** Knowledge and ability to use general office machinery and procedures. Strong computer and customer service skills required. Ability to maintain manual filing and organizational systems.
- **Computer Skills:** Strong background with Microsoft Office (Word, Excel, PowerPoint, Outlook) and the internet. Desktop publishing skills preferred and some knowledge of html is helpful.
- **Communication Skills:** Ability to speak and converse in a clear, professional manner for all business correspondence and presentation opportunities.
- **Writing Skills:** Desire and ability to contribute content to monthly newsletter, website articles and press releases.
- **Organization:** Ability to manage multiple projects and priorities under tight deadlines.

All interested applicants should email a cover letter, resume and/or any questions to John Boesche at jboesche@seattlesports.org. Documents will be accepted until August 13, 2010.

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