

INTERNSHIP PROGRAM

Position Description

The following is just a small portion of what interns are responsible for at the KC Sports Commission.

- ◆ Assist with promotional activities and event management for special events.
- ◆ Assist with program development.
- ◆ Develop flyers, press releases, correspondence and other print materials.
- ◆ Assist in developing proposals to corporate sponsors, contributors, etc.
- ◆ Assist in marketing strategies regarding membership services and solicitation.
- ◆ Perform administrative duties such as retrieving incoming telephone calls, correspondence, assist with the preparation for board meetings, and direct mail coordination.

The Kansas City Sports Commission & Foundation is currently seeking interns for the summer 2008 semester. These positions are a great way to earn academic credit as well as a wide variety of experience in the sports management field. Internships are unpaid, but interns have the opportunity to network with high-profile individuals in the community and attend a variety of sports-related activities and events.

It is important that interns have the ability to develop ideas, follow through on program initiatives, deal effectively with the public, and have a thorough knowledge and understanding of sports. Experience with desktop publishing programs is highly desirable. Interns are also expected to work at all Sports Commission special events, which occasionally occur on evenings and weekends.

TO APPLY, SUBMIT YOUR RESUME AND REFERENCES

Kansas City Sports
Commission & Foundation
1308 Pennsylvania Avenue
Kansas City, MO 64105
Attn: Marla Hanover
Phone: 816-474-4652, ext. 221
Fax: 816-474-7979
Email: mhanover@sportkc.org

COMMUNITY PARTNERS

