



Central Florida Sports Commission Marketing & Event Intern

Position Overview: The Central Florida Sports Commission (CFSC) employs a Marketing & Event Intern on an annual or bi-annual basis, as part of our efforts to offer meaningful educational and training experiences for those highly motivated professionals, interested in a career in the sports marketing and event industry. The intern serves as an independent contractor to the CFSC and will be paid a standard monthly stipend.

Skills required: Practical knowledge and/or experience in one or more of the following areas: marketing, sports management, communications, and event planning. In depth knowledge of social media platforms, graphic design and video editing is required.

The intern should be able to demonstrate computer literacy in all Microsoft Office and Adobe Creative Cloud programs. Excellent interpersonal, written and verbal communication skills are also required. In particular, we are always on the lookout for the intangible qualities of motivation, enthusiasm, initiative and dedication. Ability to travel and participate in evening and weekend activities, as well as work long hours (including nights, weekends and holidays) and lift up to 40 lbs.

Time requirements: The Central Florida Sports Commission requires a time commitment of 12-20 hours per week, with additional hours required for those events held on weekends.

Essential Job Functions:

(Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Marketing
 - Website development and content creation.
 - Planning, creation and implementation of marketing collateral (i.e. video and graphic assets).
- Social Media
 - Work with managers to develop a social media calendar around analytics.
 - Create, manage, and track all Facebook contests, ticket giveaways, etc.
- Event Management
 - Assist VP of Events & County Managers with the planning and execution of more than 80 events per year. Tasks will include, but are not limited to: volunteer recruitment, venue logistics, transportation, merchandise tracking & sales, venue setup & breakdown, marketing & promotions, direct mail, hospitality and event reconciliation.
- Administrative
 - Answer incoming phone calls for organization and greet visitors who come to office
- Other
 - Assist with research and creation of event specific press releases.
 - Assist sports commission staff in event bid planning and creation.
 - Participate in a variety of meetings and planning sessions that support the sports commission's ongoing programs and upcoming events.

Submit a cover letter and resume to:

Central Florida Sports Commission, Attn: Jennifer Lastik, Vice President of Events

jlastik@centralfloridasports.org