Research Intern (Summer 2021)

Department: Research **Location:** Remote work

Starting: Immediate

Description:

Sports Philanthropy Network builds stronger, healthier and more inclusive communities through sports. We provide professional development programs including conferences, webinars, podcasts, media coverage and other services coverage to support sports nonprofits, athlete foundations and sports organizations. Candidate will handle many aspects of research to further the mission and goals of the Sports Philanthropy Foundation.

Responsibilities:

- Research and identify sports nonprofit organizations and athlete foundations
- Develop lists and contact information for all organizations
- Create segmented lists by type of organization, services provided and operating budgets
- Analyze services provided and work performed by sports nonprofits for development of evaluation mechanism
- Research and tracking of growth and development of the Sports Philanthropy Network
- Various other responsibilities deemed appropriate by SPN staff

Requirements:

- Excellent written and verbal communication skills and customer service abilities
- Self-motivated and able to thrive without being micromanaged
- Desire to learn and grow professionally in the fields of communications, marketing, graphic design and social media
- Ability to multi-task
- Proven ability to work as a team player
- General Knowledge of:
    - Microsoft Office Suite (Word, Excel, PowerPoint)
    - Social media platforms (Facebook, Twitter, LinkedIn, Instagram, etc.)
    - Social media scheduling and management software (Hootsuite or similar)
    - Word Press
    - Canva
    - Mail Chimp (or prior use of email marketing system)
    - CRM
- Sports industry (desired but not required)
- Internship is unpaid, must earn course credit

Personal traits desired

- Self-motivated and able to work independently with minimum supervision
- Reliable
- Creative
- Organized
- Ability to maintain confidentiality

SUBMIT VIA EMAIL ONLY—PLEASE PUT RESUME AND COVER LETTER IN ONE PDF DOCUMENT

Reporting to: Roy Kessel, rkessel@sportsloop.com