Podcast and Webinar Intern (Spring 2022)

Department: Podcasts and Webinars **Location:** Remote work

Start Date: Flexible

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 production, promotion, distribution and marketing of the Sports Philanthropy Podcast.

Responsibilities:

- Assisting with production of Sports Philanthropy Podcast.
- Develop and implement plans for expanded promotion and distribution of Sports Philanthropy Podcast
- Create strategic plan for marketing, sponsorship and other opportunities to monetize Sports Philanthropy Podcast
- Research and tracking of growth and development of Sports Philanthropy Podcast
- 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, interns@sportsphilanthropynetwork.org