



Sports Philanthropy Network Communications and Social Media Intern

Department: Communications and Social Media **Location:** Remote work
Start Date: Flexible **Hours:** Minimum 10 hours/week

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 communications.

Responsibilities:

- Writing current event articles and updates and Sports Philanthropy Network website.
- Internet and database research
- Drafting press releases for upcoming events, sponsorships, webinars and podcasts
- Indexing and editing blog articles
- Creating and scheduling social media posts for blog, Monthly Newsletter, Weekly Sports Philanthropy Newsstand, Sports Philanthropy Podcast, and other activities of the Network.
- Preparing and laying out website pages for podcast guests, including graphics and images
- Research and tracking of sports philanthropy news items
- 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/
- Support all efforts to receive course credit

Personal traits desired:

- Self-motivated and able to work independently with minimum supervision
- Reliable (must be able to dedicate a minimum of 10 hours per week)
- 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