



Sports Philanthropy Network Operations Intern

Department:	Operations	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 operations to further the mission and goals of the Sports Philanthropy Foundation.

Responsibilities:

- Support operational procedures and processes
- Manage transition and supervision of CRM/Donor Management software
- Segment email marketing data into targeted classifications
- Assist with operational issues relating to events, webinars, conferences or other fundraising activities
- Coordinate efforts and tasks of staff, consultants and interns
- 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