**INTERNSHIP DESCRIPTION**

Job Title:Public Relations Intern

Department: PR & Marketing

**SUMMARY**

The primary goal of this highly competitive internship is to provide a learning experience that will allow interns to gain adequate knowledge of how a top sports public relations office operates and help prepare interns for immediate postgraduate employment opportunities within the sports industry.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Assist with the content management of ArmadaFC.com, including pictures, player features, game stories and polls.
* Be available for every home match during the duration of the internship and assist with public relations matchday operations
* Aid in the writing and compilation of the club's annual media guide.
* Aid in compiling statistics and making player bio updates for match notes packet.
* Aid in composing social media content.
* Writing press releases, media advisories and player biographies.
* Assist with player interview requests.
* Archive Armada FC club and player clippings.
* Assist with community appearances.
* Perform other duties and responsibilities as assigned.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Applicants must be degree-seeking college students. Juniors and seniors in Communication, Public Relations, Marketing, Advertising, Sports Management or similar majors preferred. College credit is preferred, but not necessary.

**Communication Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

Competency with Microsoft Office Suite required. Experience with Adobe Photoshop, InDesign, and Illustrator preferred.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is constantly required to sit and use hands to operate telephone, type and operate computer and mouse. The employee is frequently required to talk, hear, and bend and twist neck. The employee may occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is in a typical office environment.
* The noise level in the work environment is usually moderate, but occasionally noisy.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_