



Job Description – Sports Management Intern (Summer II 2023)

Title:	Sports Management Intern
Employer:	North Carolina High School Athletic Association, Inc.
Salary:	For college/university course credit; Stipend
Application Deadline	June 1
Reports to:	Directors/Commissioner level
Commitment:	5 - 6 weeks between early July – mid-August. Flexible hours, depending upon number of hours required.
Working Hours:	Flexible; office is open M-F 7:30a-4:30p; weekend work at championships
Office Location:	Chapel Hill, NC

JOB SUMMARY

The Sports Management Internship will consist of both the operations and business aspect of high school sports. The Sports Management Intern will assist the Sports Department team members with planning and execution of various aspects related to preparation for fall state championship events. The Sports Management Intern will assist with marketing element inventory and organization. The Intern will also assist the Marketing staff with creation of on-site branding diagrams, social media guides, public address copy and related tasks designed to prepare for upcoming events. Intern will participate in summer coaches clinic alongside NCHSAA staff, orientation for new athletic directors and other special events held during the summer.

SPECIFIC DUTIES

Operations & Marketing:

- Provide assistance with management of event gear, supplies, credentials, and champion t's.
- Help facilitate social media messaging through creative messages and graphics.

Communications/Special Programs:

- Assistance in processing of media credentials
- Wells Fargo Cup Project
 - Help finalize annual conference standings and state championship standings following spring championships.
 - Calculate the final annual points for each Wells Fargo Conference Cup Winner and each Wells Fargo State Cup Winner.
 - Organize final results.
 - Help facilitate the ordering and distribution of winners' cups and banners.

Sports Department:

- Provide support relative to the administration of NCHSAA sports programs through pre-championship preparation.
- Willingness to use knowledge learned in the classroom and apply it to the internship experience.

Officiating:

- Assist in preparation of Rule Book mailings, to NCHSAA Officials, for the fall season.

Other Duties:

- Assist with daily tasks leading up to the state championships events.
- Other duties as assigned.

Necessary qualifications:

- Must be at least 18 years of age and enrolled in your sophomore, junior or senior year at an accredited college or university.
- Knowledge about youth sports helpful
- Superior oral and written communications skills
- Effective organizational skills for managing multiple tasks
- Ability to lift 50 pounds
- Knowledge about Microsoft Office Suite

Stipend:

- Sports Management Intern will be paid a stipend for his/her time at the NCHSAA, courtesy of Wells Fargo.
- Sports Management Intern will be required to attend and assist at various summer events. Sports Management Intern assisting during these events will be paid a travel reimbursement, if not traveling with an NCHSAA staff member, and provided with appropriate meals.