



JOB DESCRIPTION

COMMUNITY RELATIONS INTERN

Spring/Summer 2019

BRIEF SYNOPSIS OF JOB:

An entry-level position providing hands-on experience in collegiate summer baseball community relations. Must be a current student (undergraduate or graduate). Requires ability to work flexible schedule including nights and weekends. Comfortable interacting with all levels within the organization as well as outside contacts. Strong time management and attention to detail. This is a non-paid, for college credit or work experience position.

REPORTS TO: Assistant General Manager and Marketing & Media Manager

RESPONSIBILITIES:

Duties will include: managing and attending all player/mascot/organization appearances and tabling opportunities in the community including coordination and logistics of all events. Assist with overseeing multiple organization initiatives and special programs. Assist with on-field host duties on game days at stadium. Assist with fulfillment of sponsor contracts. Assist with distribution of marketing materials. Required to promote team and promotions using unique marketing techniques. Assist others within the organization when needed. All other duties as assigned. Must be available for all home games.

PERFORMANCE STANDARDS:

- Quality and accuracy of work
- Completion of assigned tasks on schedule
- Attendance
- Cooperation, responsiveness, dependability, and proper attitude in dealing with others including co-worker and customers
- Conformance to company personnel, safety, quality, and housekeeping policies, procedures, and practices
- Effective written and verbal communication skills

How To Apply

Send Resume and Cover Letter To:
Eric Snodgrass
Assistant General Manager
Email: erics@lakeshorechinooks.com
Phone: 262-618-4659