



Job Title: Sports Marketing/Sponsorship Intern (Winter 2018)

Reports To: Operations Manager

Date: December 22, 2017

JOB PURPOSE: The Sports Marketing/Sponsorship Intern is responsible for assisting in the development and implementation of the plan to increase awareness in our community. The Sports Marketing/Sponsorship Intern demonstrates customer service excellence and North Mississauga Soccer Club core values in all interactions with others. The intern will be considered an integral part of the Marketing/Sponsorship of the club, and as such, ideas and input will be greatly valued.

RESPONSIBILITIES:

- Marketing and administrative support. Development of collateral including communication development and content, e-blasts, social media, printed guides and other print materials, etc.
- Sponsorship support – prospect research, leads list, communications tracking, etc.
- Sponsorship fulfillment reporting.
- Activations – supporting sponsorship activations on site
- Fundraising Support – helping to set up a fundraising banquet, tracking donations, donation collects, etc.
- Write event reports and keep event checklists updated, prior to the event, post-event
- Other duties as assigned

Administration

- Identify opportunities for process improvement and recommend changes to the Operations Manager
- Identify and recommend areas for policy development
- Develop objectives and work with Operations Manager to successfully achieve objectives
- Problem solve issues affecting the accomplishment of those objectives

Teamwork

- Work cooperatively with others to draw on their skills and viewpoints
- Keep others fully informed through staff meetings and regular on going communications
- Support and encourage others by providing positive feedback
- Speak positively and act in accordance with the Core Values as a representative of North Mississauga SC
- Work as North Mississauga SC Staff Team member, for overall North Mississauga SC operations, when needed

QUALIFICATIONS:

- In pursuit of Post-secondary degree or diploma in related field
- Effective communication skills – written and spoken English
- Computer skills
- Love of sport
- Standard First Aid and CPR (preferred)

HOURS

- Business Hours, but some weekend and evening work.

To apply, please send a cover letter and resume to Christopher Keem at ckeem@nmsc.net Please reference Sports Marketing Internship Opportunity