



JOB DESCRIPTION:

Sports Marketing and Operations Intern, Spring Semester

This broad-based spring internship (January through May) is focused on the marketing and operations that go into planning and executing the Des Moines Menace's spring and summer soccer programs. As a spring intern, you will take an active role in a popular sports organization that operates in a fun, professional environment.

Responsibilities

- Plan and carry out marketing strategies, including the creation and distribution of advertising materials that promote the Menace men's team, women's team, and youth programs.
- Help with the development and printing of the souvenir program, program inserts and media guide.
- Provide customer service to those involved with youth-soccer programs, including tournaments, the Menace Academy, camps/clinics, and Junior Menace.
- Promote the Menace through public appearances and community events.
- Work Menace home matches in May. This includes full-day dedication to game-day set-up, servicing fans, and post-game tear-down.
- Assist with social media and electronic communications.
- General office work, including but not limited to paper-cutting, copying, managing databases, filing paperwork, and worse.
- Other projects and duties, as directed by Menace Director of Operations.

Qualifications

- High levels of responsibility and organization.
- Preferred experience with social media, including Twitter and Facebook.
- A passion for sports and a working knowledge of the game of soccer.
- Willingness to work some nights and weekends.
- Open to constructive criticism and focused on continual personal growth.
- Self-motivated with a positive attitude and dedication to the organization's goals, mission, and values.
- Proven team player who is willing to take on responsibilities and do what it takes to get the job done.
- Proficient with Microsoft Office programs, including Word, Excel, Outlook, Publisher, and PowerPoint.

As part of Kum & Go Corporation, all Menace associates are expected to uphold the company's values: Passion, Integrity, Teamwork, Caring and Excellence.

To Apply

Please email Adam.Small@menacesoccer.com with your resume and three reasons you want to be part of the Menace (no need for a cover letter). And please follow up with a phone call: (515) 457 6365. Deadline is Monday, December 4th, 2017.