



PUBLIC RELATIONS/MARKETING INTERN

This summer internship is instrumental in executing the public relations and media relations that promote the Des Moines Menace, Iowa's premier soccer team. Duties include:

- Write press releases (pre-game stories, game wraps, and features).
- Create timely and accurate game-day notes, and stats for media.
- Build relationships with local media, providing top-notch customer service.
- Create and update compelling Web site content.
- Track media clippings, compiling a season scrapbook.
- Plan and execute P.R. initiatives, including player and mascot appearances and participation in community events.
- Help carry out the objectives of the organization's marketing plan.
- Assist with photography archives. This includes shooting, editing, and organizing photos that capture the Menace Soccer experience.
- General office work, including but not limited to paper-cutting, copying, managing databases, and filing paperwork.
- Other projects and duties, as directed by Menace Director of Operations.

In addition to these role-specific responsibilities, you will play an active role in the marketing and operations that drive our organization. You will also help with game-day set-up and tear-down for home matches, as well as any other duties to help the organization.

Qualifications

- Exceptional writing and interpersonal communication skills.
- Working knowledge of the game of soccer, sports reporting and AP style.
- Ability to work under deadline.
- Ability to plan and execute effective marketing strategies that build brand and drive business.
- Self-motivated with a positive attitude and dedication to the organization's goals, mission, and values.
- Proven team player who is willing to work nights and weekends and do what it takes to get the job done.
- Proficient with Microsoft Office programs, including Word, Excel, Outlook, Publisher, and PowerPoint.

All Menace associates are expected to uphold the company's values: Integrity, Work Ethic, Professionalism, Discipline, Teamwork, Family, and Caring.

To Apply

Please submit portfolio, resume, and cover letter to Adam Small at ajs@menacesoccer.com and follow up with a phone call: (515) 457 6365. Deadline is Feb. 28, 2010.