Internship Program

The mission of the Greater Raleigh Sports Council is to foster a healthy economic environment by promoting the region as a leading site for sporting events involving youth, collegiate, amateur, and professional sports competitions. The Greater Raleigh Sports Council is a private not-for-profit membership-based organization.

Internships with the Sports Council are a great way to earn college academic credit as well as a wide variety of experience in the sports management field. Internships are unpaid, but interns have the opportunity to network with high-profile individuals in the community and attend a variety of sports-related activities and events. Preference is given to current students, but recent graduates may also apply. Out-of-state candidates are welcome; no housing is offered.

Interns are expected to work a minimum of eight hours a week, Monday through Friday from 8:30 a.m. until 5:30 p.m.

To apply, submit resume with a cover letter and references to Erin Anderson, Greater Raleigh Sports Council, PO Box 2978, Raleigh, NC 27602 or email the information to eanderson@raleighchamber.org. No phone calls please.

Internship Program Job Description

The following is just a small portion of what interns are responsible for at the Greater Raleigh Sports Council:

- Assist with promotional activities and event management for special events.
- Assist with program development including securing donations, organizing volunteers, set-up, tear down at events, picking up garbage and setting out product during races, and running errands.
- Work Sports Council events on- and off-site.
- Assist with the upkeep of the organization's website, online registration, and answering online registration questions.
- Assist in developing proposals to corporate sponsors, contributors, etc.
- Assist in marketing strategies regarding membership services and solicitation.
- Help organize membership benefit events.
- Perform administrative duties such as retrieving incoming telephone calls, correspondence, assist with the preparation for board meetings, and direct mail coordination.
- Attend board meetings, staff meetings, and meetings for specific events.

Interns will be able to develop ideas, follow through on program initiatives, deal effectively with the public, and have a thorough knowledge and understanding of sports. Experience with desktop publishing programs (Word, Excel, PowerPoint, InDesign, Photoshop) is desirable. Some events involve heavy lifting and nontraditional work hours.