



Events and Sponsorship Support Intern:

Job Description

- Assist with the facilitation/management of operational aspects of all major events owned and run by the Charlotte Sports Foundation (CSF).
- Assist with CSF events, including preparation and on-site operations and administration, logistics, participant services, registration, volunteer management, hospitality.
- Primary or secondary contact for implementation of event day execution and management.
- Assist with updating databases for participants and attendees of CSF events.
- Assist with general administrative duties, including but not limited to, event recaps, vendor orders, securing price quotes and meeting planning.
- Assist with sponsorship fulfillment in relation to sponsor events and communication during the Belk Bowl week of events.
- Aid the Director of Sales in administrative tasks such as building proposals, creation of and general communication with sponsor contact and vendor lists, as well as internal sponsor fulfillment for all CSF related events and entities.

Qualifications

All applicants should be highly organized, proactive, be able to work under pressure, possess attention to detail and high level communication skills, as well as have the ability to work long event hours. Applicants must also be able to lift and carry objects up to 30lbs. This position reports directly to the Administrative Coordinator, the Director of Operations and the Director of Sales.

[2016 Internship Application](#)