



## INTERNSHIP PROGRAM

### PROGRAM DESCRIPTION

The Fall Internship program will provide students with the opportunity to learn practical skills that will enable them to succeed as a professional in various career related fields, gaining exposure to a variety of responsibilities and valuable industry knowledge.

The Fort Wayne Sports Corporation (FWSC) is currently seeking energetic personalities available to work a flexible schedule (10-15 hours per week, dependent upon the individual's class schedule and other related factors), for the duration of a semester. This program is a non-paid, credit-based internship, and is open to all levels of college students. Some of the responsibilities with which interns will have the opportunity to assist include, but are not limited to, the following:

- Organization and maintenance of FWSC contacts database
- Assist in securing auction items from local vendors in preparation for the FWSC's annual fundraiser
- Assist in the planning and execution of all FWSC committee objectives as needed
- Preparation of images and text for news/press release(s) and website updates
- Assist in the development of, and content preparation for, the FWSC's quarterly, electronic news letter
- Research vendors and venues as needed for special events

### QUALIFICATIONS

- Must be actively enrolled in a college level educational program
- Must possess exceptional interpersonal, networking, and verbal and written communications skills
- Must have ability to handle multiple projects, concurrently, in a high-pressure, fast-paced environment
- Must pay close attention to detail
- Must have the ability to manage and prioritize requests from multiple team members
- Must be comfortable talking on the phone
- Must be flexible, responsible, and reliable
- Must be proficient in Microsoft Word, Excel, and PowerPoint

To apply, please visit [www.fortwaynesportscorp.com](http://www.fortwaynesportscorp.com) and click on the internship link under the Join Us tab to download the application form. Completed forms can be sent electronically to [info@fortwaynesportscorp.com](mailto:info@fortwaynesportscorp.com), or mailed directly to P.O. Box 12445, Ft. Wayne, IN 46863. **Applications for fall internships must be received as soon as possible for consideration.**