

SPORTSABILITY ALLIANCE

formerly Florida Disabled Outdoors Association

SPORT MANAGEMENT - INTERN POSITION

Ideal for someone with a background in sport management, recreation management, or event planning; especially with interests in nonprofits, sports and recreation, or accessibility advocacy.

OUR MISSION: Enrich lives through accessible inclusive recreation and active leisure for all

REPORTS TO: Communications & Events Manager

COMPENSATION: \$200/month for individuals that work \geq 80 hours/month

ESSENTIAL FUNCTIONS

Programs / Event Planning

- Assist with Miracle Sports and SportsAbility program development, logistics and facilitation
- Work with staff and board on recreation and active leisure projects
- Assist in volunteer recruitment and coordination

Marketing / Communications

- Work with staff to promote events and activities
- Assist with developing social media content and marketing materials
- Work with staff to develop press releases and contact media outlets and other related organizations
- Research accessible inclusive recreation options

General

- Attend Board of Director meetings and other SportsAbility Alliance events when possible
- Performs other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Sport management or recreation management
- Event planning

Ability to:

- Clearly communicate ideas (written and verbal) with proper use of the English language
- Work cooperatively with others

Skills:

- Office Software: Google Drive, Gmail, Google Calendar, Microsoft Suite, Video Conferencing
- Excellent time management and organizational skills
- Interpersonal communication skills

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities. While it is intended to be an accurate reflection of job requirements, management reserves the right to assign other duties as necessary.