



Internship Position: Corporate Sponsorship and Community Relations

Desired Number of Interns—4-6

Pro Team Focus

Youth Program Focus

Highmark Stadium

Supervisor: Director of Sales & Corporate Sponsorship

Position Expectations: The Corporate Sponsorship and Community Relations intern will assist in all matters related to corporate partnerships, sponsorships, promotions and community relations. This intern will be involved in areas including prospecting, maintaining corporate partnership and prospect lists, scheduling and attending partner/prospect meetings, meeting follow-up and next steps, development of corporate partnership packages, and community relations programs.

#### Daily Functions

- Assist in the development of potential corporate partners within the community.
- Research and target decision-makers, create a contact list and make initial correspondence to introduce the team and schedule informative meetings.
- Maintain and manage the above list with follow-up communication and create a checklist for future correspondence.
- Contact and schedule meetings with corporate partners and prospects.
- Assist in creating and developing corporate packages, based on current inventory.
- Attend networking events on behalf of the team with the Director.
- Expected to work home games and other events at Highmark Stadium to network with invited guests and special appearances.
- Assist in developing strategies to create new community and business partners.

#### Required knowledge, skill and ability:

- Current student in college or university studying Business Administration, Sports Administration, or related field.
- Must have a working knowledge of the Pittsburgh community and the sports business.
- Ability to work in a fast-paced, non-traditional environment and manage multiple projects.
- Willing to work nights, weekends and holidays when needed.
- Attend all Pro home games and other events at Highmark Stadium.
- Proficient in Microsoft Office, especially Word and PowerPoint.
- Must be organized, creative, positive, flexible, detail and goal-oriented.

Please email cover letter, resume and work samples to John Rotz ([jrotz@riverhounds.com](mailto:jrotz@riverhounds.com)).