



AHFC EVENT PLANNER INTERN

The Event Planner Internship Program is designed for college students to explore careers in the sport industry while getting hands-on experience working with youth and franchise soccer club. The intern will be exposed to numerous roles and will allow the intern to learn from and work alongside AHFC Staff members. The Event Planner Intern will design and produce events, liaise with suppliers, conduct research, manage various event details, and complete other tasks as assigned.

CLUB OVERVIEW

The Albion Hurricanes FC's (AHFC) philosophy is to develop youth soccer players in all 4 aspects of the match: Technical, Tactical, Physical & Psychological. Our goal is to teach players to have the ability to adapt and play different positions as well as different systems of play on the field. Preparation for the next and highest level of play includes serious and committed players who are students of the match and passionate about our sport. Our vision is to make AHFC one of the best in the nation through mastering the fundamentals. By doing this we will prepare players for the next level and set the pace that transforms our club into National Champion status.

A full service club, AHFC offers all levels of play for Boys and Girls including National Leagues, Regional and Local Leagues, Recreational and Developmental teams. With the addition of AHFC Royals franchises, AHFC offers Men and Women the opportunity to play during their college years and after with the intent to advance to the professional level. The AHFC Royals franchises, Premier Development League (PDL) for Men and Women's Premier Soccer League (WPSL) for Women, serve as proven stepping stones for aspiring professionals. To learn more, visit albionhurricanes.org.

DUTIES & RESPONSIBILITIES

- Research possible event opportunities and present recommendations
- Create and manage event project plan for go-forward events
- Create and coordinate the drafting/distribution of promotional materials
- Create and maintain budget for the event
- Monitor event registration and provide updates
- Solicit sponsors, sell tickets, manage event staff and volunteers, and cover the logistics of the event
- Act as a liaison between the organization, vendors and sponsors
- Manage and implement a plan for securing silent auction items
- Assist with insuring the events content is highlighted on the web and social media sites and are continually updated
- Assist with donor and sponsor acknowledgement and event registrant's follow-up pre and post event
- Plan and facilitate planning committee meetings including distributing agenda and taking minutes
- Work with other areas of the business to accomplish their goals

QUALIFICATIONS, SKILLS & TIME COMMITMENT EXPECTATIONS

- Current college student with a high energy level
- Hardworking and dedicated with an eagerness to learn
- Self-driven, willingness to meet and exceed expectations
- Sense of initiative, can work well with minimal direction
- Creative thinker with a strong work ethic
- Proficient in Microsoft Excel and Microsoft Word
- Social media and web-savvy
- Strong verbally and in writing
- Finishes tasks in a timely and efficient manner
- Most work can be completed remotely with flexible hours
- Interns will gain valuable information in the following categories
 - Hands-on experience in the lifecycle of event planning and sales
 - Creating project plans and the importance of project management
 - Understanding of the day to day operations of a youth and franchise soccer club

MAJOR & COMPENSATION

- Majors Accepted: All
- Open: Winter/Spring 2018
- Unpaid, academic internship. Preferred candidates who are receiving academic credit.