



SPECIAL EVENTS

Department: Public Relations

Full / PT Time: 15 – 30 Hours

Supervisor: Director of Public Relations | GM

Location: Essex County

SUMMARY:

The New Jersey Spartans' Events Intern is responsible for assisting with the coordination of various events for the organization.

ESSENTIAL FUNCTIONS:

- Create, Coordinate, and Facilitate organizational events
- Responsible for the set-up/breakdown and clean-up of all Spartan Events.
- Facilitate various community service, community activities, and community awareness events
- Work closely with the PR / Marketing Team to successfully promote the organization
- Locate companies, organizations, and individuals who are willing to support the New Jersey Spartans
- Represent the Organization in various community activities, creating awareness about the organization.
- Promote and sell tickets for games and special events as well as Spartan merchandise.
- Design and Distribute Direct Special Events Mail Items
- Follow Up with players regarding Fundraising Opportunities
- Record total amounts collected by players, fans, and companies
- Event Assistance – It is mandatory that Interns be available to help with any events occurring during the Internship (i.e. games, fundraisers, promotions and other special events hosted by the Spartans)
- Assist with game day activities (i.e. raffles, promotions, away transportation, etc)
- Provide assistance to the rest of the management staff members as requested, when needed.
- Perform other duties and responsibilities as assigned by the Director of PR or General Manager.

EXPECTATIONS:

- Abide by the Rules & Regulations established by the New Jersey Spartans Organization.
- Project a professional image in all interactions with customers and fellow Spartan Associates.
- Arrive on time and perform your duties based upon your scheduled hours.
- Represent the New Jersey Spartans and the football program with pride and respect at all times.

QUALIFICATIONS & SKILLS:

- Ability to manage finance
- Able to identify the benefits and features of supporting the NJ Spartans Organization
- Professional Verbal and Written Communication Skills
- Excellent Presentation Skills
- Basic Knowledge of Microsoft Office
- Ability to maintain a motivating environment
- Attention to details and excellent Organizational skills
- Superior Leadership

EDUCATION | EXPERIENCE REQUIREMENTS:

- High School Diploma
- Some College with course works in Event / Hospitality / Project Management.

“RETURN TO GLORY”

478 Union Avenue, Belleville, NJ 07109 | 973- SPARTAN | WWW.NJSPARTANS.COM

Internship