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Coralville, IA 52241

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www.ddsportsacademy.com

Job Title:	Operations & Marketing Intern
No. of Openings	1
Is this a paid internship?:	Yes
Internship Available for:	Fall, Spring, Summer
Hours per week:	15-20

About Diamond Dreams Sports Academy (DD)

Diamond Dreams is an athletic training facility geared toward serving local and regional athletes, coaches, parents, and teams from ages 5-18. DD's primary business is generated from baseball, softball, football, and performance training programs. These include private/group instruction, camps, leagues, clinics, and facility rentals. The business also generates revenue by selling sponsorships to local businesses and hosting special events.

Diamond Dreams is at a critical moment in a business life cycle. The operation has recently moved from its facility of 8 years to a temporary location for a period of 16-20 months. During this time, a new home for Diamond Dreams will be constructed as part of the Coralville Arena project. DD needs to transition from being a small Mom & Pop shop to a broader, more efficient and operational business. DD understands the need for talented, driven, and creative human resources to help carry the business forward. As such, DD is looking to add to its staff in order to lay the groundwork and make preparations for the transition.

Internships are currently being offered with a hope that the right interns will have opportunities to grow into full & part-time positions with the business.

Job Description:

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- Direct or escort clients to their instructor or waiting area.
- Help customers with questions regarding all the products and service DD offers
- Assist managers w/ other tasks that can be completed
- Create and finish projects for the front area of the business
- Assist in the development of more comprehensive and creative marketing strategies
- Create marketable content across different platforms
- Brainstorm and present special projects you think will bring value to the business
- Create new and informational ideas to present to the facility members

Preferred Skills & Qualifications:

- Be able to understand and present baseball / softball statistics
- Proficient with email, Word, Excel, PowerPoint
- Basic knowledge of and ability to use Facebook, Twitter, other social media platforms

- Basic ability to design visual content
- Excellent communicator and strong writing skills
- Hyper-organized, motivated, creative, ability to multi-task and make informed decisions
- Minimum 2.75 GPA
- A basic understanding of the sports and activities the business offers

Bonus Skills

- Video editing & production
- Graphic Design
- Advanced knowledge of social media analytics, website development, email marketing, computer programming, and other technology based intelligence
- Accounting & business acumen

Application Instructions:

To apply, please send a resume and cover letter to gm@ddsportsacademy.com. Please include your available working hours for the upcoming semester.