

Events and Engagement Internship

Internship position within the newly formed Iowa SWARM Collective. Intern will assist staff in the planning and implementation of events of various sizes, as well as engagement programming.

Students must be energetic, responsible, organized, and motivated.

Job Description

- Assist with the coordination, advertising, and execution of various events and activities hosted by SWARM
- Assist in the coordination, advertising, and execution of partner non-profit events and engagement involving student-athletes.
- Track student-athlete engagement and outreach opportunities
- Monitor and respond to general website inquiries
- Help identify and pursue new avenues for student-athlete engagement in the Iowa City community, corridor and beyond.
- Create graphics and videos for events and engagement as needed
- Act as a representative of SWARM at all times during events and activities and provide guest assistance where needed
- Other duties as assigned

Requirements

- Major in athletic administration, sport and recreation, marketing, event management, or related field
- Excellent organizational and communication skills
- Experience developing and executing events
- Ability to work in a fast paced environment and handle multiple tasks simultaneously.
- Be able to work both independently and as part of a team
- Proficient experience with Microsoft 365 including Word, Excel and PowerPoint and familiarity with virtual meeting platforms such as Zoom
- Willingness to work events which include days, nights and weekends throughout the year

Compensation: Stipend available for a limited number of interns. SWARM will support academic credit for all interns. *Must consult with your academic advisor if you wish to receive credit.*

Desirable Start Date: negotiable, ideally mid-August

Please send cover letter and resume to Jayne Oswald at jayne-oswald@iowaswarm.com

The successful candidates will be subject to credential and criminal background checks and social media/internet review