Prospect Meadows is seeking highly motivated individuals enrolled in a 2- or 4-year program to assist with event management and facility operations in 2022. Under the direction of Prospect Meadows management, this internship will provide a diverse hands-on experience in event management and operations at the Prospect Meadows Sports Complex. Position must be willing to work extended hours, including evening and weekends. Internship opportunity can start as early as April and run through early August. Sports management experience is desirable, but not required. Compensation is $1,000 per month.

**Responsibilities:**

- Help ensure that all aspects of facility operations are completed in a timely manner
- Facility management including facility scheduling, rentals, operation and maintenance
- Communicate with tournament directors, coaches and all departments
- Help coordinate the League of Dreams
- Assist with management and staffing of employees
- Event communications: email blasts, flyers, etc.
- Willingness to help out with event-related tasks; sometimes physical or laborious
- All other duties as assigned

**Qualifications:**

- Highly motivated
- Ability to work with others
- Excellent communication skills focused on customer service
- Good written and verbal communication skills
- Excellent knowledge of Microsoft Office
- Ability to manage multiple work assignments and projects at the same time.
- Ability to follow through and complete tasks/projects in a timely manner
- Able to lift 50 lbs. or more

Interested candidates please send resume to: [steve@prospectmeadows.com](mailto:steve@prospectmeadows.com) by February 1st