



Summer Event Management Internship: Mid-May – July 31 (starting and ending dates negotiable) | Full-time (30 + hours per week)

Who: Students majoring in sport management/leisure studies, business administration/marketing, communications, health promotion or related field. All college levels are welcome to apply but juniors and seniors who need internship credit to graduate are strongly encouraged to apply.

Qualifications: Must be organized and detailed oriented. Must have some skills with Microsoft Word and Excel and have the ability to learn website design and the Des Moines Corporate Games database. Must be a team player and work well independently. Must have reliable transportation.

Job Description: Will assist in organizing and conducting Des Moines Corporate Games and Live Healthy Iowa events. Duties will include attending Des Moines Corporate Games events and competitions, assist with management of Live Healthy Iowa challenges and events (Bust Your Thirst, Go the Distance May, Kids Track Championships, etc.), communicate with challenge administrators, team captains, participants and site coordinators, assist in the coordination of challenge and event logistics, and update websites with challenge details and resources.

Why the Des Moines Corporate Games: You will work with a dedicated staff and see the insights of sport and event management, including large scale events through the Iowa Sports Foundation.

Hours: The summer internship is full-time. Office hours will vary throughout the summer. Evening and weekend work are required. Most events and competitions take place in the Des Moines metro area. Office hours would be in Ames. This position will likely work at least part of the determined hours remotely, preferably near Des Moines/Ames.

Other Perks:

- Paid stipend at the mid-way point and conclusion of the internship
- Paid mileage for any travel to and from events
- Have fun while building your resume
- Meet new people and network with Des Moines area businesses

Deadline: January 15, 2023

How to apply:

Email a resume, cover letter and contact information for three references. Please indicate which internship and semester you are applying for in the subject line of your email.

Submit to:

Submit to:

Avery Heikens, Administrative Assistant

internships@iowasportsfoundation.org

888.777.8881 x710