



QUAD CITIES CORPORATE *GAMES*

Event Management Summer (1 Position Available)

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 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 Quad Cities Corporate Games database. Must be a team player and work well independently. Must have reliable transportation.

Job Description: Will assist in organizing and conducting the Quad Cities Corporate Games. Duties will include attending Quad Cities Corporate Games events and competitions, creating sports schedules, communicating with company admins, calculating results, updating web site and database.

Why the Quad Cities Corporate Games: You will work with a dedicated staff and see the insights of sport and event management, including large scale events.

Hours: The summer internship is full-time. Office hours will vary throughout the summer. Evening and weekend work is required. Events and competitions take place in the Quad Cities area. Office hours would be in Davenport.

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 Quad Cities area businesses

Deadline: December 1, 2022

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:

Avery Heikens, Administrative Assistant

internships@iowasportsfoundation.org

888.777.8881 x 710