



FYSA is affiliated with



Events Intern Job Description

Position: The Events Intern works directly with the Project Specialist assisting with event management of FYSA state and regional events

Staff Contact: Cody McGhee, Project Specialist

Hours: Minimum 10 hours per week and a maximum of 30 hours per week through the semester. Prefer intern commit to at least three hour blocks of time in office.

Compensation: Unpaid Internship. Will work with intern to provide academic credit if applicable.

Responsibilities:

- Assist with the staffing of local events and tournaments
- Participate as a member of the staff team in carrying out aspects of the FYSA management plan
- Be present at most FYSA events held in the local area (includes weekend work)
- Perform other office and event management duties as assigned

Skills Needed:

- Detail oriented
- Creative, some graphic design experience helpful
- Proficient in Microsoft Word, PowerPoint, Excel, Publisher
- Excellent written and verbal communication skills
- Basic understanding of events and event management
- Willingness to work flexible hours including weekend work
- Must have own transportation

Application Instructions: Submit a current resume and cover letter to Cody McGhee via email at cmcghee@fysa.com.

