



## **ABOUT ASSC**

The Atlanta Sport and Social team is growing and we're looking for bright, energetic, hard-working applicants with a passion for community, sports, and events to help us get to the next level. Atlanta Sport and Social Club is one of the fastest growing companies in the history of our industry. In 6 years, we've grown to service over 30,000 players annually and we're showing no signs of slowing down!

### **Core Values**

Our Core Values are very important to us. We work very closely as a small team and all candidates must fit within these Core Values:

***Make it Happen***

***People First***

***Live the Brand***

***Create Better***

***Take Fun Seriously***

***Make Feel Good Moments***

### **JOB DESCRIPTION**

Our Sports Leagues Management Intern will work closely with the Sports Leagues Director and Operations Team to contribute to the daily operation of various adult sports leagues. The ideal candidate is both organized and operations-minded. He/she also possesses an attention to detail to create a high quality and unforgettable game experience to the player.

### **Responsibilities include:**

- Coordinating administrative details of sports leagues
- Planning, coordinating, and managing events
- Staffing
- Business to Business and Business to Consumer promotion and sales
- Executing and improving various customer service strategies
- Data analytics
- Database management
- Inventory management
- Program management



## **QUALIFICATIONS/REQUIREMENTS**

- Enrolled in or recently finished a degree at 4 year accredited college or university (3rd and 4th year students preferred)
- Hardworking and dedicated to the task at hand; comfortable in a busy open office environment
- Confidence in ability to execute projects, problem solve as needed and develop creative solutions to obstacles
- Very comfortable with technology, email, social media
- Upbeat, outgoing and positive personality that fits with our team
- Interest in sports, athletics, events and marketing are a plus
- Valid driver's License, mobile phone with email capability
- Have a basic understanding of Microsoft Office platforms such as Excel, Word, and Powerpoint

## **WORKING HOURS**

We would like to work with your class schedule but hope that you're available on a consistent basis 15-20 hours per week at our office in the Kirkwood neighborhood of Atlanta. Preferably available in 4-5 hour blocks, 3 or 4 days per week. Some weekend and evening hours may be required.

## **COMPENSATION AND BENEFITS**

- THIS POSITION IS UNPAID - Fulfillment of internship hours, paperwork and credits at 15-20 hours per week.
- Anything above 20 hour per week is paid at \$10-\$12/hour max of 30 hours per week
- Free participation in any ASSC leagues and events
- Fun working environment

Interested applicants should send along a professional resume, any related work and 3-4 sentence on why you believe you would be a great addition to the ASSC team to [marvin@atlantasportandsocialclub.com](mailto:marvin@atlantasportandsocialclub.com)