About Indiana Sports Corp

Indiana Sports Corp is seeking an individual with an interest in sustainable event planning. During the summer, Indiana Sports Corp hosts three fundraisers and currently does not have a sustainability plan for these events. The primary goal for the Intern is to create and implement sustainability plans for these events.

Job Description

The intern will be responsible for the creation, implementation, and management of sustainability plans for three events in August/September 2018. The intern will be expected to work in all weather conditions, have a strong work ethic, and should be able to work efficiently and independently. Additional projects may include assistance in office sustainability throughout the summer. Knowledge of event planning is preferred; candidates will be subject to a background check before approval.

The intern will report to Caleb Kolby. Compensation will be in the form of a stipend through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks beginning in May and ending in August. Exact beginning and end dates are negotiable; intern will be required to attend a bootcamp from May 14-18 and expected to work the dates of August 18, 22, 25, and September 8. Intern may be asked to assist with weekend and evening shifts if available.

Feedback and evaluation

The intern will be given regular feedback from Indiana Sports Corp staff and volunteers on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how a nonprofit organization identifies and works to achieve its goals, how to evaluate the effectiveness of Indiana Sports Corp projects, and how to develop and maintain professional relationships.