**VBR Sports, a division of Visit Virginia’s Blue Ridge**

Position Description

**Non-Paid Internship (For-Credit)**

**POSITION: Sports Marketing Intern (Spring 2019)**

**REPORTS TO:** **Director of Sports Development**

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EDUCATION & EXPERIENCE:

Pursuing a degree in Business, Sports Management, Hospitality & Tourism, or relevant program preferred. Must have excellent interpersonal relationship skills. Direct contact skills involve meeting with clients, hospitality industry, elected officials, and dealing in-house with co-workers. The ability to carry out job requirements without supervision.

**KNOWLEDGE AND SKILLS REQUIRED:**

Must be highly organized and have the ability to multi-task in a fast-paced, high-tech environment. Proficiency in Microsoft Office including Word, Excel, Outlook and PowerPoint required. The person occupying this position must maintain a valid driver’s license in order to perform responsibilities related to job functions. Travel and flexible hours are required, including weekends.

**POSITION SUMMARY:**

This position is responsible for supporting the VBR Sports in effort to promote Virginia’s Blue Ridge and its facilities as the destination of choice for meetings, conferences and sporting events. The position does not guarantee part-time or full-time employment at Visit Virginia’s Blue Ridge upon completion of the internship.

**PRINCIPLE ACCOUNTABILITES:**

* Assist on-site at VBR Sports sponsored events.
* Plan and organize VBR Sports meetings & events.
* Coordinate logistics for familiarization tours and site visits.
* Keep current with industry trends by reading and understanding trade publications and other information circulated through the office.
* Strong and consistent ability to prioritize activities within specific time guideline and to handle multiple responsibilities within specific time frames and deadlines.
* Represent VBR professionally at company and client sponsored events.
* Willing and able to work evenings, weekends, and holidays based on client and office demands. VBR will coordinate schedule based on class credit internship fulfillment requirements.
* Consistent positive attitude and professional demeanor.
* Proficiency in Word, Excel, Outlook, PowerPoint, and other relational sales management databases.
* Assumes other tasks or responsibilities as directed by the Director of Sports Development.

**Please email cover letter and resume to Bree Nidds,** **bnidds@visitvbr.com****, with subject line ‘Spring 2019 Internship’**

I have read and understand the responsibilities noted above.

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 Date