

PHILADELPHIA SPORTS CONGRESS INTERNSHIP DESCRIPTION

Scope

Responsible for assisting with the sales, marketing, communications and special event efforts of the Philadelphia Sports Congress (PSC), a division of the Philadelphia Convention and Visitors Bureau.

Accountability

Reports directly the Project Coordinator of the Philadelphia Sports Congress.

Responsibilities

- Assist in coordination of special events produced by the Sports Congress, including the Army/Navy Game and related festivities, and John Wanamaker Athletic Award Ceremony & Luncheon.
- Assist with bid efforts to attract new events to Philadelphia.
- Assist with the development of the quarterly PSC E-Newsletter.
- Update information for the Army/Navy Game website.
- Maintain and update department databases.
- Researching sports media for new media outlets to pitch PSC stories.
- Calculating PSC and Army/Navy media value for Annual Report and Business Plan.
- New Philadelphia sports copy for media and tournament requests
 - a. 50, 100, 250, 500 words on overall Philadelphia sports scene with emphasis on PSC areas of interest
 - b. 50, 100, 250 words on recreation activities for tourists, event attendees and meeting and convention attendees in Philadelphia.
- Update stadium information and contacts.
- Update and fact checking copy on the PSC one-sheet and Press releases on PSC.
- Collect testimonials and organize for future use.
- Assist in the organization of department meetings.
- Perform all other duties and responsibilities as assigned.

Qualifications

College juniors and seniors working for academic credits.
Approximately 20-30 hours per week (2-3 days per week).

To apply please e-mail your resume to Christin Hinckle at ChristinH@pcvb.org or fax to (215) 636.3327. Please include a writing sample with your resume.