



Position: Sales & Marketing

Department: Sales & Marketing

Reports To: Director of Sales & Marketing

Salary: Hourly Rate – \$9.00

The Wichita Wind Surge has openings for Sales & Marketing Interns. The Sales & Marketing Intern works directly with the front office. The Sales & Marketing Intern will be focused on day-to-day operations which will include both gameday and non-gameday events. Some positions can lead to full-time positions during the internship to other positions within the company at the completion of the internship.

Job responsibilities:

- Meet and exceed assigned sales goals
- Represent the company in a professional manner by being knowledgeable of policies, procedures, pricing and offers
- Attend networking events with Administrative staff member to network and cultivate relationships
- Assist Sales department and interdepartmental personnel with paperwork needs
- Assist with various advertising tasks including preparing letters, flyers and processing of bulk mailings as needed
- Operate standard office equipment including:
 - Computer
 - Printer
 - Copy machine
 - Calculator
 - Fax machine

- With assistance from the Sales Director, answer incoming sales calls via telephone, written inquiries and facsimile requests
- Transmit facsimile documents to specified locations or lists in an accurate manner
- Delivery of various sales materials including flyers, posters and schedules
- Report customer concerns in an expeditious manner to Sales Director
- Attends weekly sales & staff meetings
- Office hours of 9 a.m. until 5:00 p.m. Monday-Friday
- Respond to and participate in all tarp calls during office hours
- With assistance from Director of Sales & Marketing, fulfill contractual obligations for clients during game days
- Produce end-of-season proof of performance assessments
- Produce marketing materials for sales department

Requirements:

- 2 years of college with a concentration in a sales or management field
- Must communicate in a professional manner
- Excellent written communication skills

- Must be organized with good time management skills
- Computer proficiency in Windows and Microsoft applications.
- Proficiency in Adobe Creative Suite (Illustrator and Photoshop)
- Familiarity with various social media platforms
- Previous cold calling experience.
- Must possess basic math and reading abilities
- Must be able to see and hear
- Must speak fluent English
- Additional skills may be required to perform additional task(s) specific to work location, department or line of business.

Qualifications

- Must be currently attending a college or university
- Be able to work all game dates, extended hours are required
- Have strong organizational skills
- Have an ability to adapt to a fast-paced, multi-task work environment
- Have superior oral communication, writing and editing skills
- Are high motivated with strong work ethic
- Have a strong desire to work in a team environment

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift and carry up to 50 pounds at a time, perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting
- Ability to stand for up to 8+ hours
- Ability to work long hours, weekends and holidays
- Ability to work in a noisy environment

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and is not to be construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the company.

Please send all Cover Letters and Resumes to jobs@windsurge.com.