



Position: Community Relations Intern

Department: Community Relations

Reports To: Director of Community Relations

Salary: Hourly - \$9.00 per Hour

The Wichita Wind Surge has openings for Community Relations. The Community Relations Intern works directly with the front office. The Community Relations Intern will be focused on all aspects of the ballclub's relationship with the community 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.

Game Responsibilities:

- Prepare Community Relations and mascot game schedule and brief mascots pre-event. Fill in as mascot handler as needed.
- Prepare and brief supervisor of fan experiences for that game.
- Serve as main point of contact for all experience redemptions. Notify contacts of any game or itinerary changes.
- Assist with execution of all Community Relations pregame experiences including but not limited to; first pitches, play ball kids, fan tunnels, program recognitions, on air commentary, guest PA announcer, etc.

Office Responsibilities:

- Process all donation redemption forms by reserving experience date in shared calendar, creating a ticket account in Tickets.com, confirm date with guest and provide all experience itineraries. Intern will service all donation redemptions and be the primary point of contact.
- Assist supervisor with reviewing and filling donation requests.
- Assist department heads with paperwork needs including filing & organizing
- Assists with various administrative tasks including preparing letters, flyers and processing of bulk mailings as needed
- Operate standard office equipment including:
 - Computer
 - Printer
 - Copy machine
 - Postage meter
 - Fax machine
- Adaptability to work in a vast range of roles including but not limited to:
 - Work in conjunction with local charities and community partners to distribute tickets, assist with volunteer needs, and promote a general community presence.
 - Assist with mascot and player appearances which may include local travel.
 - Perform all mascot duties when a scheduled mascot becomes unavailable.
 - Assist as needed with front desk and team store coverage.
 - Assist in sales efforts.
- Delivery of various sales materials including flyers, posters and schedules.
- Respond to and participate in all tarp calls during scheduled office hours.

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.