



ORGANIZATION: The Big West

LOCATION: Irvine, California

INTERNSHIP TITLE: 2022-23 Strategic Communications Intern

REPORTS TO: Assistant Commissioner of Strategic Communications

OVERVIEW:

The Big West is a NCAA Division I athletic conference with 11 academically and athletically nationally proclaimed institutions. The Big West will sponsor 18 NCAA Division I sports in 2022-23.

The Big West is seeking an intern for the 2022-23 athletic year. The Big West Strategic Communications Intern will work closely with the Assistant Commissioner of Strategic Communications and the Assistant Director of Strategic Communications to execute the communication strategies for The Big West. Candidates should possess demonstrated experience in communications, a strong work ethic and a goal of pursuing a career in athletics.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

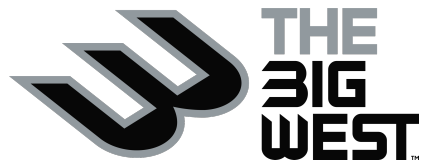
- Assist in coverage of select Big West sports
- Assist in the development of weekly press releases and communication to media outlets
- Aid in management of the official website at bigwest.org
- Assist in the management of The Big West record books and archives
- Assist in media relations aspects of select The Big West championships
- Assist in special projects as assigned

PREFERRED QUALIFICATIONS

- Must have a bachelor's degree or be in the process of pursuing a bachelor's or master's degree in a related field
- A portfolio of writing samples displaying a knowledge of AP Style how to shape messaging for a sports audience
- Working knowledge of the Sidearm web platform, NCAA Manager, Adobe Creative Suite
- Knowledge of current Big West conference members and NCAA Division I sports
- Ability to work independently in a fast-paced environment and to manage multiple priorities and strict deadlines
- Strong interest in pursuing a career in sports communication and/or related sports industry field

INTERNSHIP DETAILS

This position is an unpaid internship, designed to provide the opportunity to receive experience and training in a NCAA Division I collegiate athletic conference office. The successful candidate will work approximately 20 hours per week. The Big West offers a flexible schedule with staffers spending 3 days per week at The Big West offices in Irvine, CA with 2 days of remote work. Work schedules are subject to change and hours may vary.



APPLICATIONS OF INTEREST

Please submit a resume, cover letter, contact information for three professional references and a professional work portfolio to ensure consideration. The internship may remain open until filled.

Sara Perry
Director of Marketing & Digital Media
The Big West
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The Big West is committed to fostering a diverse work environment where all individuals feel valued and empowered. The Big West is an Equal Opportunity Employer (EEO). All qualified applicants will receive consideration without regard to race, color, gender, gender identity or expression, age, national origin, disability, religion, sexual orientation, genetic information, pregnancy, veteran status or any basis that is protected by applicable law except where a bona fide occupational qualification exists.