



COMMUNITY RELATIONS- MARKETING INTERNSHIP

START DATE/COMPLETION DATE:

Part-time: December 2018 – April 2019

RESPONSIBILITIES:

- Organizing team's Reading Program
 - This requires being available at least a few days a week between the hours of 8am-3pm. (Elementary School Hours)
 - Must have a valid Driver's License with ability to travel up to 100 miles to schools (will be reimbursed at least \$0.30/mile)
- Scheduling mascot appearances and other community related events
- Making appearances as the mascot
- Handling our Mascot's Social Media Pages (Facebook, Twitter, etc)
- Finding events for FM RedHawks to participate in
- Office work that may occur
- Other promotional, ticketing, or community relations duties that may occur

QUALIFICATIONS:

- Ability to function in fast-paced environment, handle multiple projects, meet deadlines, demonstrate excellent follow-through, and have an understanding of appropriate business etiquette.
- Ability to work in a team setting while maintaining a positive attitude.
- Must be self-motivated and be able to work without direct supervision
- Strong verbal and written communications skills, well-organized and strong computer knowledge.
- Must be outgoing and willing to try new and exciting things
- Must have sense of humor
- Well organized
- Enthusiasm for success
- Self-motivated
- Ability to work closely with other individuals
- Must enjoy working with kids
- Proficient in Word and Excel
- Excellent phone skills

COMPENSATION:

- Monthly Salary
- School credit (if needed)

HOW TO APPLY:

Mail or e-mail cover letter, resume and three references to:

Cole Milberger
Fargo-Moorhead RedHawks
1515 15th Ave. N.
Fargo, ND 58102
cmilberger@fmredhawks.com

Application Deadline: November 30, 2018 or until positions are filled.