



Marketing Intern

Company Overview:

The Southern California Municipal Athletic Federation (SCMAF) is a non-profit organization comprised primarily of municipal recreation service-providing agencies throughout the region. SCMAF's membership consists of over 750 members throughout southern California.

Through its member agencies, SCMAF provides year-round youth and adult athletic competitions in a variety of sports. SCMAF's mission is to grow recreation-based sports programs. SCMAF provides its members with program support by offering insurance programs, rules, officials' training and certification, networking opportunities and other essential resources.

Goal(s):

The goal of the Marketing Intern is to assist in the development and maintenance of the SCMAF website and social media tools. The intern must be eligible for school credit, as this is an unpaid position. This is a learning experience for anyone interested in public relations, marketing, partnership-building, and web design.

Objectives:

- Assist in promoting the SCMAF brand
- Managing website and all social media outlets
- Investigate and recommend new/emerging social networks
- Assist in executing new marketing campaigns
- Assist in the marketing of programs to members and participants
- Provide outstanding customer service to the community (answer phones and respond to email/social media inquiries)
- Track press coverage
- Reach out to local businesses and organizations
- Photograph SCMAF special events
- Help with monthly e-newsletter
- Update email marketing database
- Help manage photography and video projects.
- Other duties as assigned.

Qualifications:

- Undergraduate/graduate student at an accredited university
- Minimum 2.8 GPA
- Proficient in Adobe Suite
- Photography skills
- Experience with html/website design
- Experience with social media, follows media trends and changes.
- Ability to work quickly and on deadline.
- Strong interpersonal skills.
- Excellent creative writing, editing and communication skills.

Intern will report to:

Marketing Coordinator

Hours per week: Approximately 10-15.

Company Information:

Phone: (626) 448-0853

Email: scmaf@scmaf.org

Location: 823 Lexington-Gallatin Road, South El Monte, CA 91733

Filing Date:

The deadline to file a résumé, cover letter & links to social media destinations that show your work: Open until filled