



Summer Internship - 2022 Indy College Football Playoff, Inc. Indianapolis, IN

Position Overview

Intern, 2022 College Football Playoff – Indianapolis Host Committee.

The Indianapolis Host Committee was awarded the opportunity to plan and host the 2022 College Football Playoff in January of 2022, in partnership with the College Football Playoff national office. The Indianapolis Host Committee is run as a non-profit office, located in the Indiana Convention Center.

This intern position will support the Community Engagement, Event Execution, and Legacy divisions in the development and planning of the 2022 College Football Playoff National Championship including marketing, communications, content creation, football and venue operations, fan events, and Legacy programs which benefit teachers.

This is a full-time, temporary internship position. This internship experience will provide an opportunity for the intern to gain insight into how Host Committees operate and partner with community leaders and organizations, as well as experience working with volunteers, researching, and executing projects, planning event logistics, and formulating event management plans.

Internship Experience Includes:

- Participate in host committee meetings.
- Help research, plan, coordinate and execute activities and events.
- Assist with the implementation of community-related programs and initiatives.
- Facilitate database entries and logistics for events.
- Participate in planning services for registration, volunteer recruitment, meeting planning, research vendor orders, and general support.
- Assist with advertising development and production, and communications efforts.
- Write, edit, and proofread press releases, social media, emails, and website material.
- Contribute to digital marketing presence with content creation.
- Assist with grass-roots marketing efforts and media operations.

Qualifications

- Working towards a bachelor's degree at an accredited college or university or a recent graduate at an accredited college or university
- Project Management experience with proven success in meeting deadlines, organizing information, and managing simultaneous projects.
- Skilled with attention to detail and creativity.
- Team-work oriented philosophy.
- Self-motivated and enthusiastic.
- Flexibility to work event hours as needed.

Required Skills

- Excellent verbal/written communication, editing, and interpersonal skills; strong customer service abilities.
- Ability to write reports, correspondence, presentations, and other business-related communications.

- Ability to handle multiple tasks and remain highly organized in a fast-paced environment.
- Ability to think critically/logically to troubleshoot and make recommendations for problems as identified.
- Proficient computer skills, including a working knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Internet browsers, and e-mail systems.
- Ability to take initiative and work independently.
- Ability to be adaptable, flexible, and to handle multiple tasks simultaneously.

Internship Application Process

Internship Dates

- Summer Internship: May/June - August
- Fall Internship: September – December/January

Please indicate your availability on your internship application.

Application Deadlines

- Summer: May 10, 2021
- Fall: June 15, 2021

All applicants must email their resume, unofficial school transcripts, and portfolio (if applicable) to be considered for an internship with the 2022 College Football Playoff – Indianapolis Host Committee.

Applicants will receive a confirmation email after all required documents are received. Selected applicants will be contacted and interviewed by department supervisors. Interviews will take place virtually.

To apply, please submit to cfpjobs@indyfootball2022.com.