



Event Operations Internship

All Sports

Operations Intern, All Sports

The Amateur Athletic Union (AAU) is a multi-sport youth organization with millions of athletes, coaches, officials and volunteers who participate in 36 sports.

Overview

- Duration of Internships, are year round. (January through May), (May through August) and (August through December).
- Intern will work at the AAU National Headquarters located in Lake Buena Vista, Florida near Walt Disney World® Resort
- Internship provides a multitude of event management and operations experience

Description

- Work closely with the AAU Sports Managers
- Assist in the daily planning and logistics of event(s)
- During event – trouble shooting, logistics, working with various sport committees to ensure a well conducted event
- Assist with the travel and housing arrangements for all AAU officials and meet management team
- Assist with check-in, credentialing, t-shirts and much more during registration days.
- Handle requests for entry materials
- Assist with ordering of all medals, plaques, trophies and other awards for each sport
- Assist/create a long-term project to help enhance the AAU.
- Assist Sports Manager with any additional projects/research/marketing campaigns/phone calls as needed.

Requirements

- Pursuing Bachelor's degree preferably in Sports Management/Administration, Business, Recreation, Physical Education, or similar field.
- Must be organized and able to work through a project with little supervision.
- Must be multi-task oriented with the ability to work in a fast paced environment under pressure.
- Strong communication skills both verbal and written are required.
- Must be proficient in Microsoft Word, Excel and having some knowledge of Access.
- Must be able to work under pressure and meet timely deadlines.
- Must have proficient typing skills

Please submit resume online by, [clicking here](#).

Any questions, please feel free to contact – Jennifer Miles, Internship Coordinator at jennifer@aausports.org or Emily Braunstein, Event Sports Coordinator at ebraunstein@aausports.org.