



Business Management Intern Job Description

Description:

We are looking for a Business Management Intern who has a world-changing attitude! You will have an opportunity to sharpen and apply your marketing, analytical, communications, and organizational skills to assist the Hoops and Christ team. This is a unique opportunity for undergraduate students interested in gaining valuable business management and administrative experience in a fast-paced, fast-growing organizational setting.

Does this sound like you?

- You are naturally curious and enjoy working through ambiguity?
- You are a team player, while always having a competitive spirit to drive results?
- Do you have a positive and optimistic attitude?
- Is a fast-growing organization something that excites you?
- Is the work mentality of *Glorifying God in all that you do* something you strive for?

The Day-to-Day:

- Write and create documents such as business reports, business letters, memos, presentations, and more;
- Operate Scheduling and Management of a CRM software
- Assist with events and day-of-operational and management tasks;
- Assist and facilitate staff on individual projects and events as necessary.
- Help to further the strategic goals and objectives of the organization
- Following up and handling inbound leads (calls, emails, DM's)
- Assist in administrative and accounting matters
- Support and articulate the Hoops and Christ mission statement.
- Updates job and career knowledge by participating in educational opportunities.

Job Type: Internship

- Attend Hoops and Christ outreach events and functions to drive organization awareness and personal spiritual development.
- Be a vocal advocate for Hoops and Christ in the basketball community.
- Assist in GTM Strategy and tracking key milestones.
- Support partnership presentations by helping assemble quotations, proposals, videos, slide shows, demonstration and training services booklets.
- Regularly manage and update Hoops and Christ website(s) and CRM applications.

What experience and skills do I need?

- Strong verbal and written communication skills and interpersonal skills
- Ability to operate a CRM scheduling software
- Demonstrated organizational and project management skills and ability to work independently with minimal direction
- College student pursuing a Bachelor's or master's degree in a business, marketing, mass communications or similar field
- Basketball experience a plus
- Experience with Microsoft Office (word, excel, powerpoint, etc.).
- Detail-oriented with good multitasking and organizational ability

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