

## **Yakima Valley Sports Commission Internship Program**

The Yakima Valley Sports Commission offers an internship program – during the fall, spring, or summer academic semesters – to undergraduate university students. Occasionally post-graduate internships are available. A background in sports administration, sports marketing, sports management, communications, or journalism and a passion for sports are preferred. The intern's learning experience is acquired by working normal business hours at the Sports Commission's office, and at events produced by the organization. Generally internships are not compensated.

### **Application Process**

Please submit the following (via email is preferred):

- Letter of Interest (including experience and/or organized sports involvement, skills) • Resume • References

To: [rich@visityakima.com](mailto:rich@visityakima.com).

**Address:** Yakima Valley Sports Commission 8 North 10<sup>th</sup> Street  
Yakima, WA 98901

Qualified applicants will be contacted to schedule an interview with the Yakima Valley Sports Commission staff. This process will focus on the Sports Commission's requirements (upcoming events) and the experience and goals of the students.

### **The Intern Experience**

The Yakima Valley Sports Commission is a division of the Yakima Valley Visitors and Convention Bureau, a non-profit organization, with a mission of stimulating economic growth through sporting events, conferences/meetings and tournaments. Its efforts focus on promoting the Yakima Valley as a premier sports event destination to event planners, participants and spectators, while providing exceptional service. Interns will participate and gain valuable experience in many facets of the Sports Commission's work. As an intern, you will be involved in event management, marketing and sales, communications and sponsorships. Interns are given major responsibilities crucial to the success of the organization's events. They also participate in staff meetings, board meetings and provide assistance to all full-time staff members as needed. The growing popularity of sports management and marketing and the field of sports as a career goal have resulted in greater competition for jobs in the workforce. An internship with the Yakima Valley Sports Commission will provide you with the experience and expertise to make a career in this industry. You will also make contact with many individuals and organizations in the Yakima Valley sports and business community, through your everyday work at the Sports Commission.

### **Qualifications:**

- Enrolled in an academic program consistent with marketing and management in the sports industry. • Good writing, and communication skills. • Prior sports related experience preferred and helpful. • Computer skills using Microsoft Office software applications such as Excel, Word and Publisher and Outlook.

### **Basic Work Elements of an Internship:**

- Work days are Monday through Friday with a 20 to 40-hour work week; generally from 8:30 am until 5:00 pm. As event dates approach, hours usually increase as necessary. Interns may be asked to assist evenings or weekends, as scheduled, for sports events or Bureau programs. • The duration of an internship is generally compatible with college / university academic trimesters. Both paid and unpaid positions for credit only, are possible. • The dress code for interns is business casual – jeans, shorts or sweat clothes are generally not allowed.

### **Internship Dates and Application Deadlines:**

- Winter Trimester / Duration of Internship –January 2 to March31

**DEADLINE: October 1**

Spring Trimester/Duration of internship – April 1 to June 30

**DEADLINE: February 15**

- Summer Trimester – Duration of Internship – June 15 to September 15

**DEADLINE: March 15**

- Fall Trimester – Duration of Internship – September 1 to mid-December

**DEADLINE: June 15**

*Deadlines are somewhat flexible as well as terms of duration of internships, depending on Sports Commission and individual student needs.*