

West Coast Sports Medicine Foundation

1200 Rosecrans Ave #206
Manhattan Beach, CA, 90266
www.wcsportsmed.com

COMPANY DESCRIPTION

Non Profit foundation providing FREE medical care, concussion care, sports medicine injury clinic, scholarships, and mentoring to 23 high schools and 13,000 students in Los Angeles County.

DUTIES & RESPONSIBILITIES

- Social media updates & posting
- Website updates/content input
- Charity event marketing and fundraising
- Charity Auction solicitation/support/database management
- Event promotion

QUALIFICATIONS & REQUIREMENTS

Very good social media skills, good quality writing skills, computer knowledge including word/excel/PowerPoint/publisher. Must be detail oriented and someone with attention to covering the details that will benefit the foundation. Must be a self-starter, and on time! Must be very comfortable working in sports, working closely with athletes, team physicians, and athletic trainers. Intern will have marketing knowledge and an understanding of using social media to help promote nonprofit foundation.

TIME COMMITMENT

These are the requested periods of time by the employer

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)

HOW TO APPLY & DEADLINE

Please submit a resume and cover letter to Jill Sleight at Jill@wcsportsmed.com. Applications are open year round.

CONTACT INFORMATION

For More information please contact Jill Sleight at 310-726-0750 ext. 315 or Jill@wcsportsmed.com. You can also visit their website at www.wcsportsmed.com.