

## **Greater New Orleans Sports Foundation Internship**

**(Fall 2025)**

**Position Title:** Greater New Orleans Sports Foundation (GNOSF) Fall Intern

**Supervisor:** Director of Community Engagement

**Classification:** Internship (Unpaid-College Credit)

**Primary Objective(s) of the Position:** The primary objective of this position is to assist with all aspects of the execution of Greater New Orleans Sports Foundation events. This position will focus on the 2025 New Orleans Bowl, the Sports Foundation Honors Luncheon, and Sports Foundation community initiatives. The internship will run from September 2025 – December 2025.

### **Requirements:**

- Eligible candidates must be at least a Freshman level college/university student or a graduate student enrolled as a full-time college/university student.
- Strong commitment to personal growth and active interest in the sports industry.
- Effective written and verbal communication skills.
- Ethical standards, including professional discretion and adherence to confidentiality.
- Must be available to participate in all internship activities throughout the duration of the program. This includes all Greater New Orleans Sports Foundation events and other opportunities that may arise (including but not limited to the Sports Foundation Honors Luncheon and New Orleans Bowl)
- Available for a minimum of **20** hours a week (This position will require after-hour and weekend work as the event schedule is determined)
- Valid driver's license (be prepared to use personal vehicle to travel to and from site all of which will be within the 10-parish greater New Orleans region)
- Completion of a background check.

### **Duties, Responsibilities, Areas of Accountability**

- Work with colleagues to contribute to the planning, organization and execution of special projects surrounding all Greater New Orleans Sports Foundation events. (including but not limited to the Sports Foundation Honors Luncheon and New Orleans Bowl)

- Assist staff with day-to-day operations, projects, and ancillary events surrounding the New Orleans Bowl.
- Support the Community Engagement, Community Relations & Event Operations, Membership, and Marketing & Sales departments in their initiatives and programs.
- Assist with special projects, produce reports and post event evaluations, as needed.
- Attend on-site and off-site meetings, functions and events related to the above departments.

### **Compensation**

- Unpaid position, not eligible for Greater New Orleans Sports Foundation employee benefits
- Mileage to and from the Greater New Orleans Sports Foundation office for events will be reimbursed according to the current IRS mileage reimbursement rate.
- Purchases made on behalf of the Greater New Orleans Sports Foundation will be reimbursed after completion of an expense report.
- We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, pregnancy, mental or physical disability, gender identity, marital or military status, or any other basis that would be in violation of any applicable federal, state and local laws. The Greater New Orleans Sports Foundation will not tolerate any unlawful discrimination, and such conduct is prohibited.

### **Education and Experience:**

Student must be enrolled and earning college credit. Past event management, marketing, operations, community engagement, or non-profit experience is a plus but not a requirement. Proficient in Microsoft Office. Candidates must be extremely organized, possess multi-tasking, and problem-solving abilities.

### **Language Skills:**

Ability to read, analyze and interpret general business, periodicals, professional journals, technical procedures, government regulations and documents such as safety rules, operating and maintenance instructions and procedural manuals. Ability to write reports, business correspondence and procedure manuals. Ability to speak effectively, present information and respond to questions from groups of employees of Greater New Orleans Sports Foundation, managers, clients, customers and the public.

**Reasoning / Judgment Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to carry out a variety of instructions furnished in written, oral or diagram form.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; and use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

**Work Environment:**

The working environment is typical for an office and does not require exposure to difficult or hazardous conditions.

**How to Apply:**

To apply for an internship with the Greater New Orleans Sports Foundation, please click the link [here](#). The application will require a resume and cover letter. Following the review of the applicants, an online interview will be conducted.

*Please note: only candidates selected for an interview will be contacted.*

For more information regarding the internship program, please contact Donald Dunbar Jr., Director of Community Engagement: [ddunbar@gnosf.org](mailto:ddunbar@gnosf.org).

*The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.*