

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

Department: Operations

Supervisor: Director of Sales

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 GNOSF events. This position will focus on the 2023 R+L Carriers New Orleans Bowl, the GNOSF Honors Luncheon, GNOSF community initiatives, and the 2025 Super Bowl. The internship will run from September 2023 – December 2023.

Duties, Responsibilities, Areas of Accountability

- Assist staff with day-to-day operations surrounding the GNOSF.
- Serve in an active role for the 2023 R+L Carriers New Orleans Bowl. Duties include assisting with team arrivals, player parties, bowl luncheon, VIP party and the bowl game.
- Work with colleagues to assist with projects and ancillary events surrounding the 2023 R+L Carriers New Orleans Bowl.
- Provide operation support for the GNOSF Honors Luncheon
- Support volunteer recruitment plan for the 2025 Super Bowl.
- Support the Community Relations and Sales department in their initiatives and programs.
- Assist with the GNOSF Membership Program as needed.
- Design, create and implement a marketing and social media campaign surrounding GNOSF and New Orleans Bowl events.
- Assist with special projects, as needed.
- Produce reports and post event evaluations as requested.
- Attend on-site and off-site meetings, functions and events related to the above position.

*** This position will require after-hours and weekend work. ***

Education and Experience:

Students must be enrolled and earning college credit. Past event management, marketing or non-profit experience is a plus. Proficient in Microsoft Office and social media skills. Website management and graphic design skills a plus. Candidates must be extremely organized, possess multi-tasking and problem-solving abilities and remain calm in a frenetic environment during events.

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 author reports, business correspondence and procedure

manuals. Ability to speak effectively, present information and respond to questions from groups of employees of the GNOSF, managers, clients, customers, and the general 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 interpret and to apply common sense understanding 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.

Disclaimer Statement:

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.

How to Apply:

Interested students should send their resume and cover letter to jrossi@gnosf.org. Please contact Jeff Rossi 504-525-5678 to answer any questions or discuss the position in more detail.