

2010 Communications and Awards Intern Job Description

TITLE: Communications and Awards Intern

REPORTS TO: Director of Communications and Manager of Awards and Communications Coordinator

SCOPE: The Communications & Awards Intern will be responsible for assisting the Communications department with duties and assignments relevant to the WBCA Awards program, National Convention, High School All-America Game and other assignments deemed appropriate by the Chief Operating Officer. Some manual labor, lifting, travel and weekends are required.

RESPONSIBILITIES:

Publications/Media Relations (50%)

1. Draft articles for all WBCA publications.
2. Proof and edit content that appears in *Coaching Women's Basketball* and other publications.
3. Write and distribute press releases.
4. Organize all news clippings with assistance of Marketing Intern.
5. Target and compile media list for publicity outreach.
6. Update statistics on Wade Trophy section of wbca.org.
7. Gain design experience by assisting Manager of Multimedia with program designs.
8. Assist in developing media kits for all events at Convention.

Awards/Elections/Convention (35%)

Awards:

1. Coordinate travel arrangements for awards recipients once properly notified.
2. Send out and track rsvp and guest responses for all awards.
3. Write awards press releases under the direction of the Director of Communications.
4. Handle post-convention correspondence (thank you letters to winners with photos, thank you letters to committees and chairpersons) and awards mailings.
5. Assist with collecting and editing all bios and photos for award winners.

Elections:

1. Ensure that all nominees are current members and notify those who are not.
2. Help create ballots.

Banquets:

1. Assist with on-site management of the holding rooms.
2. Create a processional list with name pronunciations of the award winners.
3. Ensure that all award winners are photographed.
4. Responsible for making sure that all awards have the correct names and spellings.
5. Set up awards in holding room and banquet hall.

Convention:

1. Assist with writing press releases and distribution to all appropriate media.
2. Assist with pregame preparation (seating chart, media kits, etc.) and coordination of media room for WBCA High School All-America Game *presented by Nike*.
3. Help with all set-up and media responsibilities for all WBCA events.
4. Write all bios for convention and banquet programs and coordinate gathering headshots for convention speakers with events department.
5. Assist with on-site convention updates for the web site.

Coaches' Poll (5%):

1. Maintain all aspects of the Division II Coaches' Poll.

Administration (5%):

1. Receive telephone calls in a professional manner. Handle calls if possible and forward detailed messages for other calls.
2. Process telephone requests for pertinent information.
3. Maintain informative and accurate records as well as an organized filing system for designated areas of responsibility.
4. Participate in all mailings including assembly, printing and processing.
5. Assist Chief Operating Officer with administrative duties.

Other (5%):

1. Complete special projects and other duties as assigned by the Chief Operating Officer and/or Director of Communications/Manager of Awards.
2. Work the required three (3) Saturdays as designated by the Director of Events.

Please submit all application materials to:

Contact Name: Daniella Trujillo

Job Title: Manager of Events & Office Administration

Email: dtrujillo@wbca.org

No phone calls please