

## **Operations and Marketing Internship – Emerald Acres Sports Connection**

### **Sports Facilities Management, LLC**

1201 Wooddell Way Suite A | Mattoon, IL 61938 | [playemeraldacres.com](http://playemeraldacres.com)

CONTACT: J.R. Hodges | [jhodges@playemeraldacres.com](mailto:jhodges@playemeraldacres.com)

C: 217-218-0305 | O: 217-961-1100 Ext. 103

### **Department: Events / Operations**

### **Reports to: Events Manager**

### **Status: Part-Time**

#### **About the company:**

Emerald Acres Sports Connection is a premier sport, recreation, and entertainment destination focused on improving the health and economic vitality of Mattoon, IL. You will be joining a championship-level team focused on fun, fulfillment, and service built to enrich the community as well as your career and personal growth.

Emerald Acres Sports Connection is a member of The Sports Facilities Companies ([SFC](#)) and is the nation's leading resource for managing and developing sports, recreation, wellness, and events facilities. We provide a highly collaborative and supportive culture that raises our team members to new levels of career growth. Together, we will carve a path in a hyper-growing industry where you will enjoy the journey and learn from the industry's best while having some fun.

SFC was awarded national recognition as a Top Workplace and is considered a workplace of choice. Our mission-focused company is highly entrepreneurial, team-oriented with a culture centered on collaboration, accountability, excellence, and service. We are growing rapidly and looking for high performers at every level to grow with us.

#### **Position summary:**

We are seeking motivated and detail-oriented interns to join our team in Operations and Marketing. This internship offers hands-on experience in event planning, logistics, and promotional strategies for large-scale tournaments and community events. Interns will work closely with the Event Manager to ensure smooth operations and effective marketing campaigns.

#### **Primary Responsibilities will include, but not limited to the following:**

##### **Operations:**

- Assist in coordinating event logistics, including venue setup, scheduling, and field assignments.
- Support communication with vendors, partners, and volunteers.
- Help maintain inventory of event materials and supplies.
- Participate in on-site event management and troubleshooting Interacting and assisting guests as needed
- Interacting and assisting guests as needed
- Assist with events from set up to take down
- Stock, maintain, and clean the facility as necessary throughout shifts

- Perform various tasks related to scheduled work area
- Resolve all guest concerns and complaints and/or direct to appropriate Manager
- Complete special projects, daily assignments and other duties as directed by management
- Perform other related duties as assigned by the manager to support operational needs.

### **Marketing:**

- Contribute to the development and execution of marketing plans for events.
- Create and schedule social media content across platforms.
- Assist with email campaigns, press releases, and promotional materials.
- Engage with participants and community partners to enhance event visibility.

### **Required Skills:**

- Proficiency in Microsoft Word and Microsoft Excel for documentation and reporting.
- Ability to design and edit marketing materials using Canva.
- Strong organizational and communication skills.
- Familiarity with social media platforms and basic marketing principles.
- Ability to work independently and as part of a team.

### **Qualifications:**

- Currently enrolled in a college or university program for course credit.
- Interest in event management and community engagement.
- Must be able to lift 30 pounds waist high
- May be required to sit or stand for extended periods of time whether indoors or outdoors, and squat, stoop or bend
- Will be required to operate a computer
- Facility has intermittent noise

### **PREFERRED:**

- Have a basic understanding of sports

### **Benefits:**

- Hands-on experience in event operations and marketing.
- Networking opportunities with industry professionals.
- Flexible schedule with potential for academic credit.