

Operations and Marketing Internship – Emerald Acres Sports Connection

Sports Facilities Management, LLC

1201 Wooddell Way Suite A | Mattoon, IL 61938 | playemeraldacres.com

CONTACT: J.R. Hodges | 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
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- 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.