



Harris County – Houston Sports Authority (HCHSA)  
Community Relations Intern Position – Fall 2017

### **ABOUT HCHSA**

Over the last 20 years, HCHSA has become the sports marketing agency for the city of Houston and Harris County. With that, HCHSA is responsible for bidding on and attracting new sporting events to the Houston area, as well as overseeing the marketing and operation of those events once awarded. These events range in size, scope and sport each year; allowing us to reflect the varying interests of our community.

### **COMMUNITY RELATIONS INTERN POSITION OVERVIEW**

The Harris County – Houston Sports Authority is seeking well-rounded students looking to excel in the sports industry. Our Community Relations Intern will have an opportunity to gain valuable knowledge and hands on experience in the sports and event industry during the fall semester.

The internship will consist of preparing for various events that will be hosted in Houston, to include the Gateway to Gold Experience and Performance events and the 2017 World Corporate Games. The Community Relations Intern will receive hands on experience working alongside the Community Relations Manager. Areas of concentration:

- Data entry in Microsoft Excel and ACTIVE Works registration and housing system
- Research new community partnerships; local and nationwide
- Attending events meetings and conference calls
- Supporting the Community Relations Manager onsite during events

### **QUALIFICATIONS**

Eligible candidates must be enrolled as a full time college/university student and receive course credit. Applicant must also be available during event dates and work long days including some weekends and evenings, lift up to 50 pounds repeatedly, work outdoors and stand for long periods of time. Proficient in Microsoft Excel preferred.

Duration: August 7 – December 7, 2017 \*Will adjust based on school and course requirements  
Compensation: Unpaid position; college credit only

### **CONTACT INFORMATION**

Interested students should submit their **cover letter and resume** to:  
Kaelum Messer, Volunteer & Intern Manager  
Harris County – Houston Sports Authority  
kmesser@HoustonSports.org