



Oregon School Activities Association
25200 SW Parkway Avenue, Suite 1
Wilsonville, OR 97070
503.682.6722 fax: 503.682.0960 www.osaa.org



High School Athletic and Activities Internship

The Oregon School Activities Association (OSAA) is searching for Fall, Winter, and Spring interns for the 2017-18 academic year. These paid internships will require 8-10 hours per week; hours and start date are flexible dependent on students schedule. Interns will have a number of responsibilities and learning objectives but the focus in 2017-18 will be on graphic design and social media marketing.

About the OSAA:

The OSAA is a non-profit organization that governs high school athletics and activities around the state. The OSAA has 19 sanctioned activities and conducts 116 state championships throughout the year. The mission of the OSAA is to serve member schools by providing leadership and state coordination for interscholastic activities.

Learning Objectives:

Interns will have the opportunity to observe and participate in:

- Sports Marketing
- Social Media Planning
- Development (OSAA Foundation)
- Communications
- Athletic Administration
- Public Relations
- Website Maintenance
- Sports Information

Minimum Education and Qualifications:

- High School junior or senior, currently enrolled in college/university or a recent graduate of a college/university
- Ability to think outside the box and be creative
- Proficient in Microsoft Office Applications
- Excellent organizational skills & high attention to detail
- Ability to multitask and prioritize effectively
- Ability to self start without oversight
- Must be able to communicate effectively and work well in a team environment
- Valid drivers license in the state of Oregon and ability to transport yourself to the OSAA offices

Please submit a resume, cover letter, and three references by September 8, 2017 to:

Kyle Stanfield

OSAA Assistant Executive Director

kyles@osaa.org

503-682-6722