



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



## High School Athletic and Activities Internship

The Oregon School Activities Association (OSAA) is searching for an intern for the 2019-20 academic year. This paid internship will require 8-10 hours per week; hours and start date are flexible dependent on intern's schedule. Interns will have several responsibilities and learning objectives but the focus in 2019-20 will be social media, graphic design, and sports information. This intern will have several projects that they will own, be responsible for and be able to put on their resume and within their portfolio.

### About the OSAA:

The OSAA is a non-profit organization that governs high school athletics and activities across 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.

The OSAA wants to provide a meaningful experience for all its interns. Even if working in athletics isn't in your professional career path, you'll learn about business organization and how to function in a small business environment.

### Learning Objectives:

Interns will have the opportunity to observe and participate in:

- Social Media Planning
- Graphic Design
- Communications
- Athletic Administration
- Sports Information

### You are qualified if:

- You are currently enrolled in college/university or a recent graduate of a college/university
- You can think outside the box and show creativity
- You are proficient in Microsoft Office Applications
- You have knowledge of Adobe Creative Suite applications
- You have excellent organizational skills & high attention to detail
- You are professional, personable, enthusiastic and a team player
- You can multitask and prioritize effectively
- You are a self-starter without oversight
- You communicate effectively and work well in a team environment
- You have a valid driver's license in the state of Oregon and ability to transport yourself to the OSAA offices

**Please submit a cover letter, resume and three references by September 1, 2019 to:**

**Kyle Stanfield**

**OSAA Assistant Executive Director**

[kyles@osaa.org](mailto:kyles@osaa.org)

503-682-6722 x239