Communications Internship Opportunity

Company Overview: The Great Midwest Athletic Conference (G-MAC) is a NCAA Division II athletic conference with full member institutions located in Kentucky, Michigan, and Ohio. The conference, established in 2011, consists of 13 private, non-profit member institutions and sponsors 26 conference championship sport offerings.

Position Overview: We are seeking a motivated Communications Intern to join our team. This internship presents an excellent opportunity to gain hands-on experience in various aspects of communications within a college athletics setting. The intern will work closely with our Communications team to support internal and external communication strategies. A computer and internet connection are required for this position. Please note the internship is unpaid but can provide school credit. Remote working opportunities available.

Responsibilities:

- Assist in creating content for various communication channels, including social media and website updates.
- Conduct research and gather information for communication campaigns and projects.
- Assist in drafting and editing communications materials such as press releases, articles, and presentations.
- Monitor media coverage and social media engagement; prepare reports on metrics.
- Assist in the facilitation of Conference awards.
- Assist with G-MAC Championship coverage.
- Collaborate with team members on special projects and initiatives.

Qualifications:

- Current enrollment in a Bachelor’s or Master’s degree program in Communications, Public Relations, Journalism, Marketing, or a related field.
- Strong written and verbal communication skills.
- Familiarity with social media platforms and digital marketing strategies.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Detail-oriented with strong organizational skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Previous internship or work experience in communications or related fields is a plus.
- Knowledge of Adobe Creative programs (Photoshop, InDesign, etc.) is a plus.

Application Instructions: To apply, please submit a resume and cover letter outlining your interest in communications and your qualifications for this internship. Additionally, include any relevant writing samples or portfolio pieces (if applicable). Applications should be emailed to katie.gilhooly@greatmidwestsports.com with the subject line "Communications Internship Application".

Deadline: Applications will be reviewed on a rolling basis. Early applications are encouraged.