



JOB DESCRIPTION

POSITION: Intern, Ambassador Program
DEPARTMENT: Events & Operations / Human Resources
REPORTS TO: Director, Events & Operations and Human Resources Manager

SUMMARY: Provide Support to the Events & Operations and Human Resources Department with duties as it relates to the Ambassador Program.

ESSENTIAL FUNCTIONS:

Ambassador Program:

- Assist with managing all Ambassadors associated with the Orange Bowl Committee
- Assist in training sessions and orientation courses for all interested Ambassadors and staff members.
- Solicit Ambassadors and maintain the Ambassador database (Data Entry)
- Maintain records of Ambassador volunteer hours.
- Assist in providing content and monitor information on website and Ambassador Newsletter. Assist with Monthly newsletter for Ambassador Program.
- Assist in securing items for recognition program for all Ambassadors.
- Assist with the administration of agreements and event budget.
- Assist with recruiting and assigning Ambassadors to work the event.
- Assist in securing an event site and catering.
- Assist in working with the Event Captain on invites and RSVP database.
- Prepare documentation for volunteer hours completed.
- Act as an alternate back-up to the Receptionist.

Special Projects:

- Special Projects for Human Resources: Recruitment Tracking Database, Filing, etc.
- Back-up HR with entering data for background services.
- Mail recruitment paperwork as needed.

Other(s):

- Attend all meetings, take notes and send out meeting minutes
- Must be available to work ALL Orange Bowl Committee events (weekdays and weekends) including but not limited to the Orange Bowl Youth Football League
- Other tasks as assigned by Department Heads.

Qualifications:

- Ability to manage, prioritize and bring to completion multiple projects.
- Highly organized and attention to detail. Excellent communications and interpersonal skills. Proofreading skills required.
- Proficiency in MS Outlook, Word, Excel and PowerPoint. Photoshop and Publisher a plus.
- Must be available to work ALL Orange Bowl Committee events (weekdays and weekends) including but not limited to the Orange Bowl Youth Football League
- Other tasks as assigned by Department Heads.

Apply here: <https://home2.eease.adp.com/recruit/?id=6180662>