



JOB DESCRIPTION

POSITION: Executive Office Intern
DEPARTMENT: Executive Office
REPORTS TO: Executive Office Associate
STATUS: Unpaid, College Credit Only

SUMMARY: Serve as intern to the Executive Office Department with duties as it relates to the Orange Bowl Committee operations and events.

ESSENTIAL FUNCTIONS:

- Assist Manager Executive Operations on day-to-day administration, special events and projects including but not limited to correspondence, expense reports, travel arrangements and conference calls.
- Assist Executive Office with Football Committee administration, including travel preparation, gift administration, and meeting preparation, including but not limited to, weekly member travel, Selection Sunday party, the Discover Orange Bowl and the ancillary events associated with the Festival.
- Update and assemble Football Committee Handbook, including updating college football executive database.
- Assist in production of a comprehensive Conference Guide for each conference.
- Assist with the coordination of transportation for conferences and VIPs with courtesy cars, limousines and buses.
- Assist Events Department as directed prior to the following events and on event day at the Orange Bowl Kickoff Party, the MetroPCS Orange Bowl Basketball Classic, the Bacardi Rhapsody in Orange, the AvMed Orange Bowl Coaches Luncheon and any additional events in need of support.
- Participation and visits to OBYFA games and special events.
- Work alongside the Events Department on the Cheer and Dance Championship.
- Other duties as assigned by Manager Executive Operations and Executive Office Associate, Chief Operating Officer and Executive Office staff.
- Maintain Executive office space (e.g. replenish supplies for copiers, office supplies and kitchen upkeep).

Qualifications:

- 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.

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