**Part-Time Internship: TWN Associate**

**How to Apply:** Email your resume and cover letter to [info@tacklewhatsnext.com](mailto:info@tacklewhatsnext.com).

**Deadline:** December 1st, 2022

**Start Date:** January 9th, 2023

**Where/Hours:** Remote, no more than 20 hours a week commitment

Tackle What's Next is the premier community and support team for athletes transitioning from sport to what’s next. We serve athletes of all ages, sports and circumstance to empower them for success in life after sports.

**Position Summary:**

The Tackle What’s Next team is looking for a passionate intern to join our team. This candidate will be eager to support our mission with tasks ranging from social media account maintenance and updates, website updates, database entry, research, strategic planning, operations, event planning logistics and any other project support as needed. The position is **remote** and will *require no more than 20 hours a week* of commitment.

**Responsibilities:**

* Assist with database management and maintenance as needed.
* Create and update content on TWN website.
* Manage and post on social media accounts.
* Support strategic planning on various TWN initiatives.
* Support content series planning and execution including podcasts and Instagram live series.
* Update and create operational systems to help the company run more effectively.
* Research for potential partnerships, programming, resources for TWN team.
* Identify and research thought leaders across numerous industries.
* Help with logistics and attend TWN in person and virtual summits and happy hours.
* Assist Founder & CEO of TWN with administrative duties, speaking opportunities and more.

**Qualifications:**

* Interest in sports business, media, philanthropy, and a passion for learning.
* Writing and communication skills on both email and phone.
* Organized, reliable and detail oriented.
* Ability to accomplish tasks without much direction.
* Experience with social media management not required, but preferred.
* Experience with event planning not required, but preferred.
* Pride in resourcefulness to find and create solutions.

**Student Learning Outcomes:**

*This internship is an unpaid, optional credit position. It includes the following benefits:*

* Access to high-caliber professional networks in sports business and other industries.
* Ability to attend high profile and exciting events.
* Communicate and work directly with TWN clients, members, and partners, expanding their network.
* Complete a write-up at the end of the internship incorporating what they have learned and what they would pass on to an intern taking their place.
* Opportunity to implement and manage social media campaigns, events and marketing campaigns in person and on various platforms.
* Gain valuable experience and insight into the athlete career transition space.