

Washington Mystics

Internship Description

Primary Responsibilities – Public Relations:

- Assist with writing/editing website stories.
- Draft game notes.
- Help with game day duties as assigned.
- General administrative tasks (faxing, copying, etc.).
- Proof read; help to edit material.
- Track newspaper clippings.
- Assist staff with day-to-day operations
- Other related duties as assigned

Secondary Responsibilities – Game Day:

- Create spreadsheets to track and prepare game-night credentials for visiting media.
- Must be available for some game night responsibilities, including press credential desk, press box statistics distribution and other duties as assigned.

Essential Requirements:

- Organize and attend community events with players.
- Undergraduate or graduate student in good academic standing.
- Available to work 10-15 hours per week.
- Available to work 90% of Mystics games.
- Available to attend events that occur outside normal business hours (i.e. game nights, promotional/fan development events, community relations appearances).
- Must be dedicated, hard-working, punctual, dependable and a team player.
- Communications and Sports Management majors preferred.

Submit your resume & cover letter via email to:

Ketsia Colimon – kcolimon@washmystics.com