



Squash Australia Sports Management Internship

Do you want to gain first-hand experience in an Iconic Australian sport? Do you have a passion for sport, marketing and technology?

If you are interested, please send us a brief covering letter, with your CV, outlining your experience, why you want to work with us and your dates of availability.

All available roles are announced via our Twitter profile. If interested, please follow us here <http://twitter.com/SquashOz>.

Job Description

On the completion of a successful Commonwealth Games this is an exciting opportunity to work within a vibrant sporting organisation with a medal focus.

Our Internship scheme provides an excellent opportunity for graduates wishing to pursue a career within sports management and gain valuable work experience in a challenging and rewarding sporting environment, providing a great stepping stone!

Squash Australia works with its stakeholders across the country to increase participation, improve the quality of the sporting experience for participants. We will shortly launch our new strategy which will champion Squash as a 'Sport for Life'.

We are looking for someone to work across the organisation and assist with the management of the various programmes we deliver as part of our strategy.

REPORTS TO: Chief Executive Officer

JOB BASED: Suncorp Stadium, Brisbane or Carrara, Gold Coast

SALARY: Voluntary

KEY RESPONSIBILITIES

- Assist with the administration of management processes for Squash Australia's programmes
- Assist in managing and developing the organisation's membership system
- Assist with servicing the organisation's membership base
- Assist with event organisation and management
- Assist with club development programmes
- Assist in insight project
- Assist with social media and marketing projects
- Other duties as assigned



SKILLS REQUIRED

Essential:

- Excellent Word, PowerPoint and Excel skills
- Flexibility and desire to take on any task to 'make it happen'
- Passion, or the willingness to become immersed in work
- Skills in the digital media space
- Experience with streaming or production
- The ability to set priorities and meet deadlines
- Strong communication skills
- Passion for sport
- Excellent written English skills
- Can do attitude

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. For further information, please visit

http://www.squash.org.au/sqaus/about_us/Employment_Opportunities.htm.

Please apply by sending your CV and cover letter for the position to Richard Vaughan - ceo@squash.org.au.

Closing date for applications is the 15th September