

PWSI Internship Positions

Operations & Facility Management Intern (Summer, Fall, & Spring Positions Available) 20-30 hours a week for 8-12 weeks

Prince William Soccer operates a soccer program for over 4500 players throughout the year. In partnership with the County Parks & Rec. Department, PWSI utilizes 4 Soccer specific parks and several other fields in support of all club programming. The ideal candidate would assist the club in the roles mentioned below.

- § Support Director of Operations in day to day operations of PWSI facilities
- § Support Field Rentals for all PWSI Facilities
- § Manage & Operate PWSI Concession Stands
- § Support & Participate in game-day setup and clean-up
- § Support Club in facility planning for upcoming events
- § Support club with equipment ordering, planning, and organization
- § Opportunity for intern to participate in coaching (optional)

Our ideal candidate would have the following qualities

- § Knowledge of Google Apps/G-Suite
- § Knowledge of Excel, Word, & PowerPoint
- § Able to cooperate and work with others
- § Self Starter

Event Planner & Coordinator Intern (Summer, Fall, & Spring) 20-30 hours a week for 8-12 weeks

Prince William Soccer operates several non-soccer specific events over the course of a year. Several of these events are fundraisers while others are tournaments that support the club as a whole. The ideal candidate would assist the club in the roles mentioned below.

- § Run lead on one of the major fundraising events (PWSI Gala, Golf Tournament, & Diversity Day)
- § Work with the board of directors and clubhouse staff to fundraise and find sponsors for these events
- § Create & execute a marketing and social media campaign and platform for the event
- § Create and assign support staff roles for the event (where needed)
- § Assist in the running/support of other PWSI events/tournaments
- § Assist in day to day operations of PWSI Clubhouse
- § Opportunity for intern to participate in coaching (optional)

Please contact Rob Cheshire rcheshire@pws.org if you're interested

Our ideal candidate would have the following qualities

- § Knowledge of Google Apps/G-Suite
- § Knowledge of Excel, Word, & PowerPoint
- § Knowledge of Social Media Platforms & Hootsuite
- § Able to cooperate and work with others
- § Self Starter

Sports Marketing & Social Media Intern (Summer, Fall, & Spring) 20-30 hours a week for 8-12 weeks

Prince William Soccer is committed to making meaningful contributions to the community through the game of soccer. As Sports Marketing & Social Media Intern you are responsible for helping us tell our story and get our message and programs out to everyone in the community. The ideal candidate would assist the club in the roles mentioned below.

- § Work with the Director of Marketing & Outreach to craft club story & execute telling it
- § Create marketing material for all club programs & execute a plan for optimal marketing of each program
- § Assist with Social Media message and acquiring contact for that message
- § Assist with website content maintenance and management
- § Assist with day to day operations of PWSI Clubhouse
- § Opportunity for intern to participate in coaching (optional)

Our ideal candidate would have the following qualities

- § Knowledge of Google Apps/G-Suite
- § Knowledge of Excel, Word, & PowerPoint
- § Knowledge of Adobe Illustrator & Photoshop or other editing software
- § Ability to learn Constant Contact
- § Knowledge of Social Media Platforms & Hootsuite
- § Able to cooperate and work with others
- § Self Starter

Business Management Administrator Intern (Summer) 20-30 hours a week for 8-12 weeks

Prince William Soccer operates a soccer club for 4500 members throughout a calendar year, offering a wide variety of programming. The Business Management Administrator would support several of the club's programs in an administrative role. The ideal candidate would assist the club in the following roles.

- § Support the Select & Classic Program with the registration of Select Player and carding
- § Support the Recreational Program with registration of Rec. Players

Please contact Rob Cheshire rcheshire@pws.org if you're interested

- § Support the Select & Classic Programs with uniform ordering & manager information
- § Assist with team tournament registration and travel
- § Assist with creation of program registration
- § Assist & support future budget discussions for each program
- § Assist with day to day operations of PWSI Clubhouse
- § Opportunity for intern to participate in coaching (optional)

Our ideal candidate would have the following qualities

- § Knowledge of Google Apps/G-Suite
- § Knowledge of Excel, Word, & PowerPoint
- § Ability to learn Registration Platform
- § Knowledge of Social Media Platforms & Hootsuite
- § Able to cooperate and work with others
- § Self Starter

Fundraising & Marketing Intern (Summer, Fall, Spring) 20-30 hours a week for 8-12 weeks

Prince William Soccer operates out of Woodbridge, VA, Prince William County, VA, & the Northern VA Region which is home to several thousand businesses. Our Fundraising & Marketing intern is responsible for helping to try and raise money through fundraising, sponsorship, and marketing to assist in the over club vision. The ideal candidate would assist the club in the following roles.

- § Responsible for marketing and managing sponsorship packages inline with Director of Marketing's overall plan
- § Assist in implementation of marketing & fundraising plan
- § Assist & execute individual program marketing plans
- § Grant Writing for soccer specific programs
- § Manage Social Media Content
- § Assist with day to day operations of PWSI Clubhouse
- § Opportunity for intern to participate in coaching (optional)

Our ideal candidate would have the following qualities

- § Knowledge of Google Apps/G-Suite
- § Knowledge of Excel, Word, & PowerPoint
- § Knowledge of Adobe Illustrator & Photoshop or other editing software
- § Ability to learn Constant Contact
- § Knowledge of Social Media Platforms & Hootsuite
- § Able to cooperate and work with others
- § Self Starter
- § Interested in Sales

Please contact Rob Cheshire rcheshire@pws.org if you're interested