



NetWorks Sports Consulting, LLC Job Description WEB EDITING INTERNSHIP

SUMMARY

The NetWorks Sports Consulting Web Editing Intern will assist the organization with all web design efforts. This candidate will focus on web 2.0 projects & social media efforts occurring during the applicable internship session. The position reports to the President.

Primary Responsibilities – Web Editing:

- Implement updates/changes to websites, using company's content management system
- Find new web 2.0 platforms for company to utilize
- Edit and update website content
- Assist with the publishing of NetWorks newsletter
- Shoot photos/videos of interviews, events, and presentations
- Edit/Upload video for YouTube and Vimeo
- Construct/edit online photo galleries; resize/compress photos for websites
- Update/write content for the NetWorks online outlets
- Develop NetWorks' FaceBook fan page, YouTube Channel, Vimeo site, and LinkedIn profile

Essential requirements:

- Undergraduate or Graduate student in good academic standing
- Possesses excellent written and oral communication skills
- Strong technical skills
- Previous web/interactive media experience preferred.
- Team player; excellent communication skills; creative
- Ability to multi-task; detail-oriented; fast learner
- Familiarity with Microsoft Word/Excel/PowerPoint/Constant Contact
- Familiarity with HTML, Photoshop, Flash, ActionScript, XML, CSS, video shooting/editing, photography
- Ability to work with a wide variety of people
- General knowledge of sports (professional & collegiate) preferred