

INTERNSHIP OPPORTUNITIES - ECTB

Updated Feb. 4, 2012

ECTB (Elite Championship Tournament Baseball) has been in existence since 1999, providing opportunities for students and recent college graduates from across the country. Recently, we have seen a need to place interns into our systems in VA, PA and NJ. Internships offer a wide range of real-world experience and the opportunity to develop lifelong professional relationships across both professional and amateur sports. Each intern works closely with a full-time staff member to further their skills.

ECTB is an equal opportunity employer. It is the policy of ECTB to ensure equal employment opportunity without discrimination or harassment on the basis of race color, national origin, religion or creed, sex, age, disability, citizenship status, marital status, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law.

We will host an "Intern Night" in Virginia on March 15, 2012 and in Pennsylvania on April 5, 2012.



The following are included in this packet:

- **ECTB Internship Timeline**
- **General Information For Internship Candidates**
- **Internship FAQ's**
- **Internship Job Descriptions**

ECTB Spring And Summer 2012 Internship Timeline **(subject to change without notice)**

Beginning Feb. 6, 2012: Résumés with cover letters accepted via email at terry.schadler@ectb.org or fax at **610-465-8665**

Beginning Feb. 27, 2012: Interviews with internship candidates (depending on a candidate's current residence, phone or in-person interviews will be scheduled)

As early as Mar. 26 2012: Internship offers and acceptance

Part time begins Apr. 9, 2012 - Full time begins May 7, 2012: First internships begin at ECTB in the following states: VA, PA and NJ

***Intern Networking Nights will be by invitation only once we have received your resume and you have received a call from us inviting you to attend.**

General Information For All Internship Candidates

- Résumés and cover letters for internships are **only accepted via email at terry.schadler@ectb.org or fax at 610-465-8665.**
- ECTB will confirm (via email) receipt of your résumé within 48 hours. If you do not receive a confirmation email within 48 hours, please resend your résumé.
- Candidates with whom ECTB would like to schedule an interview with will be contacted directly by phone or email beginning the week of Feb. 27, 2012.
- Please include in both the subject line and body of your email, the number(s) of the job description(s) that most interest you. There is no limit to the number of positions for which you may apply. Job descriptions and corresponding job description numbers are included in this document.
- All candidates should be in current pursuit of or possessing a bachelor's degree with priority given to candidates in marketing, sports administration, communications or related fields.
- All candidates must demonstrate computer literacy with proficiency in Microsoft Word, Microsoft Excel and Microsoft PowerPoint. Candidates should indicate in their cover letter or resume if they have computer literacy in other software including Adobe products.
- All candidates must possess excellent written communication, computer and interpersonal skills.
- Candidates should indicate in their cover letter or resume if they have written and/or verbal proficiency in a foreign language.
- For up-to-date information on ECTB, all candidates are encouraged to go to www.ectb.org and like us on Facebook.
- A background check is required before employment.

Internship FAQ's

Q: What is an ECTB "intern"?

A: ECTB summer interns have titles such as, Coordinator, Sports Management Coordinator, Communications Coordinator, Broadcasting Coordinator, etc.

Q: When do ECTB's internships start?

A: Start dates for ECTB's internships vary based on the position. All interns must be available to start, at least on a part-time basis, no later than April 16. While we understand these dates preclude students who are currently enrolled at colleges and universities, it is important for interns to have a minimum of four weeks to prepare for the start of ECTB's summer events running from May 7th thru August 12th. There will be options to just work weekends only.

Q: Are the internship start and end dates flexible?

A: Often ECTB can provide some flexibility with the start date for an internship. Typically, there is a one-to-two-week window within which an internship starts, but ECTB will consider moving a start date on an individual basis. All interns must be available to start, at least on a part-time basis, as early as April 9. The end dates for internships are based on ECTB's event calendar so there is very limited flexibility on end dates.

Q: Are ECTB's internships paid positions?

A: Yes. ECTB interns receive a stipend twice per month. Further information on compensation will be discussed with candidates during their initial interview.

Q: Does ECTB provide housing for interns?

A: No. ECTB does not provide housing for interns; however, ECTB will put interns in contact with each other prior to their start date so they can discuss any housing needs they may have.

Q: How do I apply for an internship, and what information should I provide?

A: Résumés for internships are **only accepted via email** at **terry.schadler@ectb.org** or **fax at 610-465-8665**. **ECTB requires all internship candidates to provide a résumé and cover letter**. A list of references is also strongly encouraged.

Q: Where are the internships based?

A: All ECTB's interns are based out of PA, NJ and VA. During the course of their internship, interns should be prepared to travel throughout the country as required for all events and other needs throughout the summer.

Q: What happens if I am traveling? Who covers expenses?

A: All expenses while traveling will be paid for by ECTB.

Q: Can I receive college credit for my internship?

A: ECTB will work with interns seeking college credit on an individual basis.

Q: What if I have a question prior to submitting my cover letter and résumé?

A: Please email **debbie.bertolet@ectb.org** or call **804-448-1520, ext. 309** with any questions about ECTB's internship program. You should receive a response to your email within 1-2 business days.

2012 ECTB Internship Job Descriptions

1: Communications/Journalism

2: Sports Management

3: Finance/E Commerce

4: Arts & Graphics/Web Support

5: Food Service and General Staff

6: Broadcasting/Video/Photography

1: Communications/Journalism

Start Date: Apr. 9-13, 2012 **must be available one of these days for 6 hours**

End Date: Aug. 12, 2012

May 7- Aug. 12, 2012: Full-time hours. ECTB prefers that all candidates be current HS Seniors or college students, however, anyone interested can apply.

Background/Responsibilities: Interns will be servicing all collegiate teams and tournament hosts in the ECTB network. Also could be assigned to stadium work as an announcer, journalist, score keeper, etc.

Position reports to: General Manager of one of our Collegiate Teams or Director of Operations for ECTB events

2: Sports Management

Start Date: Apr. 9-13, 2012 **must be available one of these days for 6 hours**

End Date: Aug. 12, 2012

May 7- Aug. 12, 2012: Full-time hours. ECTB prefers that all candidates be current HS Seniors or college students, however, anyone interested can apply

Background/Responsibilities: Interns will be servicing all ECTB event hosts and could be assigned to jobs such as, tournament director, field support, maintenance support and all other jobs that pertain to preparing and finishing an event, including office work.

Position reports to: Tournament Director and/or Facility Coordinator

3: Finance/E Commerce

Start Date: Apr. 9-13, 2012 **must be available one of these days for 6 hours**

End Date: Aug. 12, 2012

May 7- Aug. 12, 2012: Full-time hours. ECTB prefers that all candidates be current HS Seniors or college students, however, anyone interested can apply.

Background/Responsibilities: Interns will be responsible to assist on tournament weekends with ticket sales, collections of concession funds and all other responsibilities as assigned by the bookkeeper. Will also assist with working on budgets and checks and balances.

Position reports to: Financial Coordinator per assigned location.

4: Arts & Graphics/Web Support

Start Date: Apr. 9-13, 2012 **must be available one of these days for 6 hours**

End Date: Aug. 12, 2012

May 7- Aug. 12, 2012: Full-time hours. ECTB prefers that all candidates be current HS Seniors or college students, however, anyone interested can apply.

Background/Responsibilities: Interns will be responsible to assist with the reproduction of flyers, brochures, web site updates and all forms of advertising and marketing literature.

Position reports to: Director of Operations at one of the ECTB Offices or Tyson Johnson.

5: Food Service and General Staff

Start Date: Feb. 27, 2012 (Start date for interns other than HS or College students)

End Date: Aug. 12, 2012 (For HS and College Students only)

Feb. 27 – Nov. 25, 2012: This time frame is available to all non HS or Collegiate students. Most of the food service work is weekends only.

May 7- Aug. 12, 2012: Full-time hours. To be eligible to work in Food Service you must be at least 16 year old.

Background/Responsibilities: Interns will be responsible to assist with the concession stands and could be used as cooks, servers, clean up, stocking of supplies and preparation for indoor and outdoor events.

Position reports to: Tournament or Events Director

6: Broadcasting/Video/Photography

Start Date: Apr. 9-13, 2012 **must be available one of these days for 6 hours**

End Date: Aug. 12, 2012

May 7- Aug. 12, 2012: Full-time hours. ECTB prefers that all candidates be current HS Seniors or college students, however, anyone interested can apply.

Background/Responsibilities: Interns will be servicing all collegiate teams and tournament hosts in the ECTB network. Also could be assigned to stadium work as an announcer, journalist, score keeper, etc. Video production and photography during tournaments may be requested

Position reports to: General Manager of one of our Collegiate Teams or Director of Operations for ECTB events