

MMC Summer 2012 Internship Opportunity

Position Title: Public Relations/Marketing Assistant

Requirements:

- Two years completed towards a Sports Management or Communications, Journalism, or Marketing degree.
- Strong written communication skills with knowledge of Press Release/Media Alert formats.
- Strong desire to work within the Public Relations (especially Motorsports) Industry.
- Working knowledge of word processing, spreadsheets, and presentation programs.
- Posses' time management skills, works well under pressure.
- Weekend work is required.

Duties:

- Write assigned Press Releases and Media Alerts promoting upcoming events.
- Assist marketing and business development team with various projects and tasks.
- Execute needed tasks during event weekends.
- Assist with ongoing promotions and giveaways.
- Assist with maintenance of the website www.monticellomotorclub.com.
- Participate in marketing plan development, execution, tracking, and reports.

Please answer the following questions in your cover letter:

1. When do you finish your spring semester of classes?
2. What are your career goals within the Motorsports Industry?
3. What experience do you have writing press releases and/or media alerts?

Compensation: Academic Credit (school dependent)

Ending Date: August 15th, 2012 or later as your schedule allows.

Deadline for submissions: December 1, 2011

Please email **ONLY** your cover letter and resume to the address below:

Contact:

Ann-Marie Sahloff
Monticello Motor Club
67 Cantrell Road, Monticello, NY 12701
asahloff@monticellomotorclub.com

Special consideration will be given to residents of Sullivan County, New York