



2025 NCAA® MEN'S FINAL FOUR® SAN ANTONIO LOCAL ORGANIZING COMMITTEE COMMUNITY RELATIONS INTERNSHIP

ABOUT SALOC: San Antonio is proud to host its fifth NCAA Men's Final Four in 2025. The San Antonio Local Organizing Committee (SALOC) is a 501c3 non-profit charged with planning and executing national events in San Antonio. SALOC is a partnership between San Antonio Sports, the City of San Antonio, Visit San Antonio, UTSA and UIW to host the 2025 NCAA Men's Final Four series of events and programs in San Antonio.

POSITION OVERVIEW: SALOC is accepting applications for a full-time, well-rounded recent college graduate looking to excel in community relations, events, or sports industries. Our Interns gain valuable knowledge and hands-on experience working alongside the Community Relations (CR) Team and assist with the execution of key programs and events in support of city-wide planning for the 2025 Men's Final Four. This is a paid internship.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Work alongside and assist the CR Team in achievement of goals and metrics.
- Provide event planning and execution of Read to the Final Four Pop Ups, Literacy Tours, and Special Events.
- Manage and cultivate vendor relationships for supplies and equipment.
- Maintain equipment inventory and storage maintenance.
- Ongoing on-site event oversight and management including post event reports.
- Provide on-site event support to include management, set-up, and teardown to include post event reports for all SALOC events.
- Provide on-site support of Fan Jam activations to include set-up, teardown, interacting with the public to generate email leads and build excitement for the 2025 NCAA Final Four.
- A "can-do," positive and upbeat attitude while working to achieve all parties' desired outcomes for a successful city-wide event of national importance.
- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Track record of success demonstrating initiative and independent problem solving.
- Responsible for handling own workload and being self-motivated.
- Able to manage, prioritize, and bring multiple projects to completion with limited supervision.
- Ability to work under pressure and respond to management direction.
- Follow instructions and organizational policies.
- Work collaboratively with other interns and staff on office-wide projects as needed.
- Demonstrate accuracy, thoroughness, and timeliness.
- Adapt to changes in the work environment.

MINIMUM REQUIREMENTS:

1. Bachelor's degree.
2. Proficient Microsoft Office Suite. Forms experience a plus.
3. Experience with event planning or on-site management.
4. Availability to work long hours including evenings, weekends and holidays as required.
5. Strong organizational and time management skills with ability to prioritize and manage multiple tasks in a high-energy environment.
6. Lift up to 40 pounds, work outdoors and stand for long periods of time.
7. Must pass a background check.
8. Valid driver's license (Be prepared to use personal vehicle to travel to and from site all of which will be within greater San Antonio)

To apply, please send a cover letter and resume as well as three work related references via email to final4@sanantoniosports.org

- **Stipend:** \$2,500 per month. This is an independent contractor role that does not include benefits or tax withholding.
- **Term:** July 15, 2024 – April 15, 2025
- **Time Commitment:** 40 hours per week with extended hours during monthly NCAA site visits and January – April 7, 2025
- **Location:** In-person at the SALOC Office located in the Alamodome. Reliable transportation and laptop required. Office space and equipment provided.