



Swin Cash Enterprise, LLC
Cash for Kids & Marketing Internship

The Cash for Kids (CFK) & Marketing intern will gain hands-on experience through implementing and planning activities and grassroots marketing campaigns for Cash for Kids. The intern will assist in the coordination of planning social media campaigns, arranging and finding book signing opportunities, and coming up with new ways to build the Cash brand. This intern will also assist in helping with various event planning and program initiatives. The position will also assist with the company's public/media relations efforts.

Criteria & Qualifications:

- Excellent phone & computer skills; specifically Microsoft Word and Excel.
- Detail oriented.
- Able to deal with internal and external clients in a professional manner.
- Marketing; public relations; sports administration; or related business majors.
- Excellent writing skills.
- Excellent time management skills with ability to keep track of multiple calendars & multi-task.
- Highly motivated, self-starter with a passion for working in sports.
- Live in Chicagoland Area.
- Reliable transportation.
- Required to work events for Cash for Kids (nights and weekends may apply).

Responsibilities:

- Assist in the coordination of booking signings; contracts and invoices.
- Liaise for Swin Cash when she is in market for public events and/or PR opportunities.
- Planning of activities for Cash for Kids and Girls in the Game Partnership.
- Participate in interaction and information exchange with other NBA teams and WNBA teams to better position the Cash brand.
- Assist in planning various grassroots marketing activities that will drive book sales and garnish brand awareness
- General office duties.
- Assist with day-to-day coordination of Cash for Kids donation and grant program such as mailings, follow-up calls and data entry.
- Drafting thank-you and recognition responses, as well as general responses to incoming requests. Assist with database tracking and follow up.
- Conduct research with respect to other community relations programs, and provide a summary of findings.
- Assist with coordination of program events.

This position reports directly to Erika Swilley at the Chicago Sky and Jakki Nance, COO of Swin Cash Enterprise, LLC. You will also have hands-on working experience with Swin Cash throughout this internship.

This is a stipend internship. Academic credit available.

Candidates should be local to Chicago or be willing to relocate at their own expense. Must be able to get to the office in Skokie, IL and to various events around the city.

Please submit cover letter and résumé to interns@swincash.com for consideration by Oct. 18, 2013.