



INTERNSHIP OVERVIEW

Title: Operations Internship

About Leveling the Playing Field:

Leveling the Playing Field (LPF) is a nonprofit organization that brings access and equity to children in under-resourced communities to enjoy the mental and physical benefits of youth sports participation. LPF does this through the collection of used/excess sports equipment from schools, manufacturers, individual families, and others. After being inventoried and sorted by volunteers at the LPF warehouse, the equipment is then redistributed to a school, sports league, or other organization in an underserved community and placed into the hands of a child who cannot afford their own equipment.

Job Description:

LPF seeks applicants to assist the organization in providing operational, research and marketing support to all programs. Interns will work primarily from our corporate office in Washington, D.C., providing support to our national staff as well as our program staff on the ground at each of our warehouse locations. This role will provide exposure to core nonprofit management functions such as impact reporting, partnership development, proposal writing, marketing, research and more.

Interns will gain meaningful and unique experience at the intersection of the sports industry and the nonprofit sector in particular around sports marketing and community relations. Interns will engage regularly with sports teams, brands and companies in the sporting goods industry. This role will also provide exposure to warehouse and inventory management.

Duties & Responsibilities:

The goal of the LPF Operations Internship is to assist the organization in both its management of current programs and expansion into new programs. Duties include: 1) assist with market research and landscape analysis, 2) help develop specific reports utilizing our salesforce database, 3) assist with putting together proposals, 4) create marketing and social media content, 5) custom build ad update reports in salesforce and 6) other unique projects and tasks

REQUIRED SKILLS:

- A passion for youth sports participation and giving back to those less fortunate
- Dependability
- Work ethic
- Ability to problem solve
- Basic administrative skills

OTHER DETAILS:

- Semester: Spring (Feb - May), Summer (Jun - Aug), Fall (Sep - Dec), Ongoing
- Hours per week: 10-20 hours
- Workdays: Flexible, Weekdays & Weekends available
- Pay: Yes