

# Membership and Club Development Internship



An exciting opportunity has opened at Athletics NSW (ANSW) to be involved in the Membership Department.

The role provides a great opportunity for university students in their third to fourth year to gain experience in an entry level position in the sports industry. The role will deal with all areas of recruitment and retention of members, working with clubs, and working with other stakeholders. The role will also look at providing analytics for the company to make future business decisions.

The possibility of ongoing work exists for the right candidate.

## Role Summary

This role is responsible for assisting the Membership Analyst in all areas pertaining to Membership of Athletics NSW.

## Key Tasks & responsibilities

- Provide assistance with strategies to recruit, retain and service ANSW members
- Provide assistance and support to existing and new members and clubs
- Provide membership reports and updates
- Support strategies to recruit and retain participants to ANSW events/programs
- Undertake research to ascertain the needs, resource requirements and capacity of clubs
- Send out communications to clubs
- Learn to use and manage CRM software to help ANSW with their analytics
- Work with other ANSW analytics software (Tableau) to inform business decisions, to process registrations, and to process memberships
- Assist in the strategic planning of club development within athletics

## About the role

The Internship position is a volunteer role based in the Athletics NSW office, whereby the successful candidate will gain practical experience in sports administration and regulation. The ideal candidate will use this opportunity to satisfy course-credit or work experience requirement for university of college.

This Internship will last 12 weeks, and will require the individual to be in the Athletics NSW Office for approximately 12 hours per week. The days of which the intern will be required are preferably Tuesday & Thursday (six hours per day), although alternate arrangements can be made for the right candidate.

## General Knowledge, Skills & Experience

- Good interpersonal skills
- Excellent communication skills
- Good organisational skills
- Ability to work as part of a team and the ability to work individually as required
- Ability to receive and follow directions from a supervisor
- Ability to promote and commit to the values Athletics NSW
- Ability to follow the policies and procedures of Athletics NSW
- Working with Children Check

Should you be interested in applying for the program, please send a resume to [ashleighcrook@nswathletics.org.au](mailto:ashleighcrook@nswathletics.org.au)