

---

# WASHINGTON PRODIGY

*Women's Full Contact Football*

Tiffany Matthews, Owner

Jordyn White, General Manager

1621 R Street SE

Washington, DC 20020

[prodigysports.football@gmail.com](mailto:prodigysports.football@gmail.com)

215.327.4825

---



## Teaching Life Lessons Through Sport

*Our Mission:*

To build and maintain a highly visible program which fosters the overall development of female athletes desiring to participate in competitive tackle football while also serving as a source of pride for the Washington Prodigy and the DC Metropolitan Area.

While ALWAYS having this in mind, on and off the field, we will make sure that we are here to:

**HONOR**— Each other & individuals who have made outstanding contributions to women professional football.

**PRESERVE**— The Washington Prodigy & Women's Professional Football historic moments, documents, and artifacts.

**EDUCATE**— The public regarding the origin, development & growth of women's professional football as an important part of New Culture.

**PROMOTE**— The positive values, effort, and longevity of the sport.

## Internship Opportunities

The Prodigy Internship Program provides our participants with the opportunity to gain invaluable experience in all aspects of operating a professional sports organization. Our internship program is designed to customize every participant's experience by providing practical opportunities for developing skills, strategies, and job experience in the field of sports management. Prodigy interns are included in every aspect of our high-energy team environment. The Prodigy invites our interns to participate in our practices and be an active part of our game day operations.

**Interns are eligible to earn 30% of all income they bring to the team in the form of ticket sales, sponsorships, fundraising programs, special events. Although not required to bring in any funds, the opportunities are wide open.**

# WASHINGTON PRODIGY

**Location:** Washington, DC

**Duration:** Consistent with University requirements.

**Internship Opportunities:** Interns may participate in one or more of the internship positions offered. Interns may operate remotely with flexible hours if need be.

## **Required Qualifications:**

- Candidates must be enrolled in an accredited institution.
- Candidates majoring in Event/Facilities Management, Sports Management, Communications, Videography, Journalism, Media and other sports or event-related areas.
- Excellent oral and written communication skills.
- Willingness to assist in other team-related activities when needed.

## **Desired Qualifications:**

- Junior, Senior, or Graduate level
- Experience with Microsoft Office (Word, Excel, PowerPoint)
- High degree of initiative
- Able to work well independently or as part of a collaborative unit

## **Required Materials to Apply**

- **Cover letter** that properly introduces your personality, work ethic, and any other beneficial information about yourself
- **Detailed resume** with accurate dates and information

**Please send the required materials via mail or email to:**

Washington Prodigy  
Attn: Internship Program  
1621 R Street SE  
Washington, DC 20020  
prodigysports.football@gmail.com

## Detailed Descriptions

### **1) Administration Internship**

#### **Description:**

The Washington Prodigy is a member of the Independent Women's Football League (IWFL), which contains teams across the country. Both the league and our team are volunteer-run, non-profit organizations. This program offers a special role within the organization that will be important to the daily functions of the team. Intern's assistance and contributions will be very valuable. This intern will assist with aspects such as planning and executing of projects, assist with data input, and many other team functions. This internship provides an opportunity to take an active role in the operation of the team and the opportunity to work alongside management.

#### **Duties and Responsibilities:**

- Assist with website updates and changes
- Writing of articles, memos, and letters
- Compiling databases of different sorts (ex. Contacts)
- Provide administrative support in different areas
- Generate new ideas, concepts, and policies to assist the teams mission
- Responsible for mail, telephone and email inquiries when needed
- Assist with coordination of player and team appearances
- Assist with travel arrangement, equipment orders, and schedule prep
- Attending and positively contributing to meetings (when scheduled)
- Involved with budget organization & fundraising efforts
- Other duties and projects as assigned

## **2) Advertising, Marketing, and Public Relations Internship**

### **Description:**

This internship is very important to the Prodigy and because it is such a growing industry (women's football), it will be extra important to have a positive image of our team. PR, marketing, and advertising will be one of the driving forces within the organization and a variety of projects/ideas will be used to advertise the team. Our current focus is welcoming people to the games and recognizing the Prodigy.

### **Duties and Responsibilities:**

- Present/coordinate special nights at games (ex. NightOUT at the Prodigy)
- Writing of news releases, memos, and feature stories
- Managing/contributing to our social media presence
- Working with news media and other outlets to assure media coverage
- Taking photographs and video may be required
- Creating an end of the season portfolio/yearbook
- Management of press clippings, scoring updates and highlights of players
- Assist with PR from the front office and player standpoints
- Day-to-day administrative duties and responsibilities
- Developing advertising solutions
- Creating and provide various methods of public relations
- Study the audience(s) we currently serve and are focusing on
- Managing calendars and other internal documents
- Other duties and tasks as assigned

### **3) Community Relations Internship**

#### **Description:**

The Washington Prodigy is one of the leading organizations within the IWFL. This internship offers a unique opportunity within the organization that will focus on the community at large. Providing opportunities for growth, development, and leadership is a vital part of this position. The community is very important to the Prodigy and this intern will be an essential part of this relationship. This intern will be asked to go into the community and find opportunities for the Prodigy Team, locate information on companies, work together on youth projects, and more.

#### **Duties and Responsibilities:**

- Assist in compiling community calendar and other announcements
- Compile info/referral lists/contact files for campaigns, fundraising and brochures
- Attend community events, programs, and meetings
- Create articles, letters, and other writing samples as event follow-up
- Assist with community relations and with community outreach projects
- Help with building a fan base and respect within the community
- Assist local organizations with providing basic essential human needs such as food, clothing, and shelter when possible
- Provide opportunities for the players and front office to work with the local schools, community centers, and children programs
- Locate other areas of assistance and opportunities
- Other duties as assigned

## **4) Events/Game Management Internship**

### **Description:**

This intern will contribute with game presentation, documentation of game format, setup of game equipment, and other special events. All areas of game day and event management will be reviewed throughout this internship. This internship will allow a student to develop new skills and get hands on experience with the management of games/events. The area of tickets will also be the direct responsibility of this intern, including distribution, organization, etc. This intern will work closely with the home field organizers and game day volunteers

### **Some Duties:**

- Work fan booths or areas during games/events
- Assist with ticket sales, organization, and all ticket functions
- Organizing tickets through mail, group packages and special rates
- Keep files organized and detailed about ticket sales
- Organize halftime shows, presentations and gather volunteers for game day
- Hospitality of guest(s) and other teams (all services needed)
- Some video, internet and technology using will be required
- Maintain a good relationship with the local media outlets
- Research event management software and their functions
- Establishing connections for venues, meeting spots, fields, etc.
- Other duties as assigned