



LA84 FOUNDATION INTERNSHIP PROGRAM

Background

As a legacy of the 1984 Olympic Games, the LA84 Foundation has become the nationally recognized leader in support of youth sport programs and in elevating the importance of the role sports play in positive youth development. LA84 seeks to provide an opportunity for every child to participate in sports, and to improve social, academic, and health outcomes of youth. Since it began operations in 1985 with 40% of the surplus from the 1984 Olympic Games, it has invested \$225 million back into the communities that supported the Games, supporting more than 3 million youth in the eight Southern California counties of Los Angeles, Imperial, Orange, Riverside, San Bernardino, San Diego, Santa Barbara and Ventura. The LA84 Foundation continues to promote the legacy of the 1984 Olympic Games by convening and engaging national and international audiences about the role of sport in society and the impact a successful Olympic Games can have on its host city, especially as we look to the 2028 Games. Its headquarters is the historic Britt House near downtown Los Angeles where it houses the world's premier sports library and meeting facilities. For more information, please visit www.la84.org.

Internship Program

The LA84 Internship Program aims to encourage greater diversity in sports business professionals. We're looking for highly driven and motivated students with big ideas- ideas that can embrace outcome-driven change to benefit youth sports. Students gain experience in key areas such as curatorship, education, marketing, administration, public relations and youth sports programming. Candidates are sought from all areas of undergraduate study who have an interest in sports and youth development. This is an opportunity for undergraduate upperclassmen as well as first- and second-year Master's students to work in a nonprofit environment and gain experience in philanthropy and nonprofit operations. There will be select opportunities for high school juniors and seniors and undergraduate freshmen and sophomores. Interns will provide support for administrative tasks, major projects, conduct research related to priority areas, and assist with event planning. Interns should possess the knowledge, skills, energy, creativity and willingness to learn and contribute to the LA84 Foundation.

Eligibility

Students must:

- Be currently enrolled student. If an undergraduate, students must have completed at least one semester of college by the summer of the current calendar year.
- Reside or attend college in Los Angeles County; and
- Be a United State citizen or permanent resident.

Terms

The internships are temporary positions and require a minimum of 20 hours/week for a consecutive 8-12 week period throughout the year. Positions are non-exempt and hourly. This is a paid internship.

The internships are fully beginning as soon as practically possible. Health insurance, housing, and transportation are not provided. All positions will be at the LA84 Foundation campus in Los Angeles.

Interns may have the opportunity to learn about:

- Digitization
- Curatorial
- Administration & Operations
- Programs
- Marketing, PR, Events and Development
- Planning & Research

The core competencies expected of all positions:

- Knowledge or desire to learn about youth sports programs and the nonprofit sector;
- Able to communicate effectively with the ability to work independently and in a team;
- Good in organizing and structuring various tasks and responsibilities;
- Creative thinker, willing to try new ways of doing things, ability to think and work logically; attention to detail;
- Initiative, sound judgement
- Ability to write clear and concisely

How to Apply

Applicants are required to submit a resume, a completed form (attached) and a letter of interest to officemanager@LA84.org with the subject heading: INTERNSHIP – [Last Name, First Name]. Internships will be considered based on position availability.

We cannot accept applications hand-delivered to LA84 Foundation or those sent by fax

LA84 INTERNSHIP PROGRAM - POSITION DETAILS

Interns may have the opportunity to gain exposure across the following areas:

Digitization

The intern will be introduced to all aspects of digital archiving and metadata creation.

Objectives:

- Develop understanding of digital archiving and metadata creation.

Curatorial

This intern will support collections management, cataloguing, planning and implementation phases for exhibitions.

Objectives:

- Assist with cataloguing and updating the collections database and any prospective pop-up exhibits

Administration & Operations

The intern will support general administration and facilities operations

Objectives:

- Support the management of inventory and space planning
- Assist on-site event planning and execution

Fundraising and Development

The intern will be introduced to elements of nonprofit fundraising and donor engagement activities.

Objectives:

- Support engagement events and activities through planning and on-site support
- Assisting with administrative tasks for the donor engagement cycle

Programming, Planning & Research

The intern will support the planning of grantmaking and program activities through research and analysis of youth sports and related sector data.

Objectives:

- Assist with research projects related to grantmaking, organization discovery, partnership development, and other topics related to the priority areas.
- Translate research into written analysis or action steps to share with Foundation staff and stakeholders;
- Provide analytical support to projects focused on the youth sport sector and related issues that impact youth sports
- Compile large amounts of internal and external data, design effective sorting and data analysis tools (Excel mostly) and support the information analysis by producing and presenting various ad-hoc reports.

Marketing, PR, Events and Development

This internship is designed to provide a comprehensive overview of external relations and audience/community building activities. The intern will assist with marketing, events and public relations efforts, while also researching and producing current and future public engagement projects.

Objectives:

- Provide recommendations on development of social and web assets
- Present reports that track content performance across multiple channels; communicating key performance metrics and learnings with management and other stakeholders
- Assist with organizing events, interacting with speakers and panelists, program development and logistical coordination

LA84 INTERNSHIP PROGRAM – APPLICATION FORM

Last Name:

First Name:

Preferred Name:

Telephone:

Mobile Phone

Email address:

Address:

City:

State:

Zip/Postal Code:

Country:

What are your preferred areas of the internship? Please rank from most preferred to least preferred with 1 as most preferred and 5 as least preferred (please note that we may not be able to accommodate preference with the needs of the organization):

- Digitization
- Curatorial
- Administration & Operations
- Fundraising & Development
- Program, Planning & Research
- Marketing, PR, Events and Development

What are your objectives in undertaking an internship with LA84? How does it fit within your career plan?

Please describe any previous practical experience you may have had for your areas of interest. For example, if your interest is in marketing, PR, please describe any your participation in social media campaigns, website design or content distribution.

Computer Skills

Dates available for internship:

Date start: [Click here to enter a date.](#)

Date end: [Click here to enter a date.](#)

Education: (University or college or equivalent)

Give full details in reverse chronological order (starting from the latest). Give the exact name of the institution and title of degree(s).

Name	City/Country	Years Attended (Month/Year)		Degrees obtained or expected (indicate expected date of graduation)	Main Course of Study
		From	To		
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.	Click here to enter text.	Click here to enter text.

Language skills: Please provide any additional languages that you are proficient in and the level of your knowledge

- A. Professional fluency: able to converse actively at high level of fluency and prepare reports and papers;
- B. Working knowledge: able to follow work-related discussions use the telephone and understand documents;
- C. Limited Knowledge: Able to understand simple conversations and written texts.