



## Office Manager Internship

### **Office Administration**

- Maintain daily administrative office duties from Wilmington office for Philadelphia Freedoms, including: answering phones, sending faxes, creating and printing documents, etc.
- Maintain inventory of office supplies
- Keep office clean and orderly
- Collect newspaper clippings throughout the season
- Prepare information for the press room on match days

### **Tickets**

- Assist with taking and filling ticket orders (May-July)
- Assist with On-Site Ticket Tents for all matches
- Assist with all facets of ticket promotion and sales

**Please allow flexibility regarding the job description as we are all a team and will work together to achieve our goals.**

**If you are interested in applying for an internship with the 2010 Philadelphia Freedoms, please contact:**

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