



Wareham Gatemen Assistant to the President Internship

The Wareham Gatemen, a non-profit organization operating a collegiate summer baseball team in the prestigious Cape Cod Baseball League, is seeking an Assistant to the President Intern to join our dynamic team. Our organization has a rich history dating back to 1927 including 9 CCBL Championships. We actively contribute to the community and to the legacy of the CCBL, a league that celebrated its 100th anniversary in 2023. This historic milestone is a testament to the league's enduring dedication to developing top MLB talent while fostering community engagement through baseball.

The Wareham Gatemen, known for their commitment to player and intern development, have seen 150+ of our former team players make their mark in Major League Baseball. For instance, just this past year, we had 15 players drafted, highlighted by the #1 overall pick in the 2023 MLB draft, Paul Skenes. Many of our interns have gone on to successful careers in sports and business. As we continue to nurture emerging talent, we are also dedicated to promoting the captivating journey of baseball within our community and beyond.

This internship offers an invaluable opportunity to gain hands-on experience within the world of baseball while being a part of the storied history of both the Wareham Gatemen and the Cape Cod Baseball League.

Duration and Housing:

This unpaid internship will typically run from mid-June through early August (or approximately 10 days later if a championship run). Please note that housing is not provided; however, we are committed to working with you to find affordable housing options and explore summer job opportunities to support your stay.

Internship is available in the offseason as a remote role and in-person during the season.

Assistant to the President Internship Overview:

Join our dynamic team at the Wareham Gatemen, a celebrated baseball organization, committed to fostering talent and creating memorable experiences for fans. As we strive for success both on and off the field, we're seeking a dedicated and enthusiastic Intern to serve as the Assistant to the President. This internship offers a unique opportunity to gain valuable insights into the leadership and operations of a storied baseball club in the Cape Cod Baseball League (CCBL).

Responsibilities:

- **Administrative Support:** Assist the President in day-to-day administrative tasks, including managing schedules, coordinating meetings, and handling correspondence within the unique landscape of the Cape Cod Baseball League.
- **Communication:** Act as a vital link between the President and internal/external stakeholders, ensuring clear and effective communication that aligns with the CCBL's rich traditions.
- **Research and Analysis:** Conduct research on CCBL trends, player development strategies, and community engagement initiatives to provide the President with timely and relevant information.
- **Project Coordination:** Support the planning and execution of special projects, events, and initiatives that contribute to the legacy of the Wareham Gatemen and the Cape Cod Baseball League.
- **Data Management:** Maintain accurate and organized records, databases, and files specific to CCBL operations, facilitating efficient decision-making processes.
- **Documentation:** Prepare and edit documents, presentations, and reports that resonate with the unique spirit of the Wareham Gatemen and the Cape Cod Baseball League.
- **Press Releases:** Prepare and issue press releases on behalf of the Wareham Gatemen, ensuring accuracy, timeliness, and alignment with CCBL standards.
- **Collaboration:** Work collaboratively with other departments and team members, embodying the cooperative spirit that defines the Cape Cod Baseball League.

Qualifications:

- Current enrollment in a relevant undergraduate or graduate program.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication skills.
- A keen eye for detail and accuracy.
- Ability to handle sensitive information with confidentiality.
- Enthusiastic, proactive, and adaptable attitude with an appreciation for the Cape Cod Baseball League culture.

Benefits:

- Exposure to the strategic workings of a prestigious baseball organization in the Cape Cod Baseball League.
- Mentorship and guidance from seasoned professionals with a deep understanding of CCBL traditions.
- Networking opportunities within the Cape Cod Baseball League and the broader sports community.
- Flexible schedule with consideration for academic commitments.
- Potential for future growth within the Wareham Gatemen organization and the Cape Cod Baseball League.