



## ***2026 Fellowship***

***Colorado Springs Sports Corporation (CSSC) is a 501(c)3 non-profit organization committed to inspiring and advancing Colorado Springs, Olympic City USA, and the Pikes Peak region through sport and community events.***

Annual events include The Broadmoor Winter Polo Classic, Star Spangled Symphony & Fourth of July Fireworks, Rocky Mountain State Games, The Broadmoor Cycle to the Summit, Colorado Springs Labor Day Lift Off, Pikes Peak APEX, Pikes Peak Regional Airshow, Colorado Springs Sports Hall of Fame, and a series of sports industry networking events.

**The primary focus of this Fellowship will be to manage the Tom Falgien Youth Scholarship Fund and support Rocky Mountain State Games and Colorado Senior Games with operations and outreach support. Additionally, the fellow will assist staff and take the lead on several areas of preparation for CSSC events, including the Star Spangled Symphony & Fourth of July Fireworks, Colorado Springs Labor Day Lift Off, The Broadmoor Cycle to the Summit, and the Pikes Peak Regional Airshow.**

CSSC Fellowship features numerous hands-on projects related to the planning, promotion and execution of major events as well as participating in post-event evaluations. Professional development sessions are held on a regular basis and within a regular workflow to allow the opportunity to refine skills and talents necessary for future roles in sports and event management. Additionally, formal final evaluations will be conducted for the purpose of further professional development.

### **QUALIFICATIONS**

- CSSC Fellowship will run March to September. Fellow must be available to work during regular business hours (9:00 am - 4:00 pm, Monday – Friday) during the summer. *Additional hours will be required during events – including weekends, evenings, and/or holidays.* Full calendar of events and expectations will be reviewed during interview and orientation.
- Students in their senior year or who have recently graduated with a major in sports management, marketing, management, or communications programs are preferred but not required.
- Strong initiative, and ability to demonstrate the CSSC's core values: **Team Player, Positive Attitude, Dependable, Solutions Focused, High Standards.**
- Excellent verbal and written communication skills and creative ability.
- Ability to meet deadlines and manage multiple projects.
- Strong desire to learn and gain experience by working on a variety of projects in a professional work environment.
- Proficiency in Microsoft Office suite, Canva, Constant Contacts, and Jotform or other registration platforms is preferred but not required.

### **PRIMARY RESPONSIBILITIES & PROJECTS**

*The projects included below are representative, but not exhaustive, of the most important tasks.*

- Assist staff in all aspects of event management including research, planning, facility evaluation, venue selection, equipment procurement, etc.
- Oversee the tracking, promotion, and execution of the Tom Falgien Youth Scholarship Fund.
- Assist Event Coordinator in the Rocky Mountain State Games & Colorado Senior Games equipment and operations coordination with Sport Directors throughout the summer.
- Assist in identifying and communicating with sports organizations, associations, leagues, athletic directors, etc. with the purpose of establishing relationships and promoting events.
- Assist Event Coordinator with aspects of the Rocky Mountain State Games & Colorado Senior Games internal and external sport registration systems, creating a weekly registration report on sport specific registration numbers and tracking the progression while making recommendations to the outreach plan.
- Create sport-specific marketing materials for both the Rocky Mountain State Games and the Colorado Senior Games, and determine the most effective distribution channels for each sport's outreach. Then work with the Event Coordinator to develop a comprehensive distribution plan that outlines when, where, and how each sport's materials will be delivered to ensure maximum visibility, engagement, and participation across both events.
- Post-event feedback and evaluations on all CSSC events.
- Assist planning for the post event Sports Director celebration. Fellow will be responsible for creating flyers, sending invitations, tracking RSVP's, and assisting with the Run of Show,

### **CREDIT HOURS**

CSSC Fellow will be compensated on a contract basis at the flat rate of \$2,000 per month for March-September. Fellow may receive credit hours as determined by guidelines of the appropriate college/university, if needed.

### **APPLICATION DEADLINE**

**There is not a specific application deadline for this Fellowship.** Positions are filled as soon as candidates are interviewed, selected, and accepted – usually several months in advance – but at the latest by **January 15.**

*Interested parties are asked to forward a cover letter, resume, and list of references to:*

**Travis Stedman**  
**DIRECTOR OF OPERATIONS**  
**(719) 634-7333, ext. 1006**  
**[travis@thesportscorp.org](mailto:travis@thesportscorp.org)**