

FC Tulsa Work Experience Program

Job Title: Communications Intern

Position Type: Internship - For College Credit Hours Only

Semester or Year-Long

Location: On-Site

Overview of FC Tulsa (FCT)

FC Tulsa is a professional soccer club competing in the USL Championship, the second division of U.S. professional soccer. Dedicated to delivering top-tier sports entertainment, FC Tulsa is committed to community engagement, growing the game, and fostering a vibrant soccer culture in Tulsa and the surrounding region.

As part of the evolving Marketing and Communications Department, we are seeking an energetic, passionate, and detail-oriented intern for our Work Experience Program (WEP). This opportunity is ideal for students pursuing careers in Media, Communications, Journalism, Public Relations, or Sports Management, offering a unique, hands-on introduction to the inner workings of a professional sports franchise.

Duties & Responsibilities

- Assist the communications team in drafting press releases, match previews/recaps, and media advisories.
- Participate in the execution of media days, press events, and community appearances.
- Track, capture, and data across digital platforms (social media, website, etc.) and develop and deliver coverage reports.
- Conduct research on media outlets, and maintain records in the CRM.
- Help with match day operations, including credential distribution, and media coordination.
- Attend and contribute to weekly strategy meetings with the Marketing & Communications team.
- Support social media efforts, including live event coverage, community engagement, and branded content delivery.
- Perform other duties and projects as assigned.

Qualifications

- Participants must be working towards a bachelor's or master's degree in related field and/or training and must certify that they are able to receive college credit from an accredited college or university for their participation.

- Proficiency with Workplace apps such as Docs, Drive, Gmail, and Meet is a must.
- Experience with Adobe Photoshop, Illustrator, and/or InDesign is required.
- Excellent verbal communication skills are required
- Positive attitude and strong work ethic are a must. Must have a “team-first” mentality with an eagerness to learn.
- Should be extremely organized and detail-oriented, with a focus on quality and consistency.
- Ability to work under deadlines and complete tasks in a timely and efficient manner.
- Knowledge of sports/soccer is preferred, but not required.

We are an equal opportunity employer and all qualified applicants will receive consideration for the internship without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic prohibited by law.