



Title: Baseball Operations Intern
Department: Baseball Operations
Status: Part-Time/Hourly (Non-Exempt)
Duration: 2019 Baseball Season

Position Summary:

Assist the Baseball Operations department and provide comprehensive administrative support to all functions including minor league and major league operations, player development administration and amateur and pro scouting administration.

Position Responsibilities:

- Organize and prepare current, former and potential player files.
- Data entry into scouting database.
- Prepares daily affiliate game reports for distribution.
- Compile statistics on various amateur and professional players.
- Assist with video editing and organizing for international and domestic scouting and player development needs
- Assist with advance reports and video.
- Assist with player research related to prospects, minor league free agency, rule five draft.
- Assist with data analysis related to domestic and international players.
- Limited manual labor such as moving, packing and shipping of equipment.
- Assist with baseball operations field visits and group tours.
- Liaison for community donation requests including autographed memorabilia and tickets.
- Assist department with various administrative duties and projects including daily maintenance of messages, mail, copying, filing, scanning, phone calls, and frequent updates to department spreadsheets.

Skills and Qualifications:

- 1-2 years baseball industry experience preferred
- Excellent administrative and organizational skills with strong attention to detail.
- Ability to handle confidential matters and information with discretion and diplomacy.
- Strong computer skills with proven knowledge of Microsoft Office required – with advanced proficiency Excel.
- Experience with programming languages (e.g. SQL, R, Python).
- Excellent communication skills both written and verbal required.
- Excellent work ethic with strong initiative and desire to take on tasks and projects.
- High level of enthusiasm for the work at hand and desire for a career in baseball or professional sports.
- Ability to work non-traditional hours in non-traditional settings, including weeknights and weekends.

We are an equal employment opportunity employer and consider applicants for all positions regardless of race, religious creed, color, national origin, ancestry, medical condition or disability, genetic condition, marital status, domestic partnership status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status and any other protected class under federal, state or local law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**To apply, please submit resume and cover letter to bballpostings@sfgiants.com
and refer to “Baseball Operations Intern” in the subject field.
No phone calls please.**