



A Full Member of the World Rugby, Asia Rugby, Philippine Sports Commission and Philippine Olympic Committee

POSITION DESCRIPTION

Position Title:	Admin Intern
Duration:	Flexible minimum of 3 months
Location:	Hybrid / PRFU Office Pasig
Reports to:	Head of Finance and Administration
Compensation:	Unpaid Internship (Learning & Development Opportunity)

Background

The Philippine Rugby Football Union (PRFU) is the national governing body for rugby in the Philippines, committed to growing the sport from grassroots to elite levels. The Admin Intern will support daily operations, helping ensure smooth execution of administrative tasks while gaining hands-on experience in the sports management and non-profit sector.

Purpose of the Role

To assist the PRFU operations team in administrative, clerical, and organizational tasks, while providing the intern with practical exposure to sports administration, event coordination, and national federation operations.

Reporting Structure/Relationships

The Admin Intern will report directly to the Head of Finance and Admin and coordinate closely with other PRFU staff as needed.

Scope of Work

The Admin Intern will be expected to:

- Assist with data entry, document filing, and records organization (physical and digital).
- Support coordination for PRFU events, meetings, and training schedules.
- Help in preparing reports, presentations, and internal documents.
- Coordinate logistics such as travel documentation, uniform inventory, and shipment tracking.
- Monitor and update internal trackers (e.g., athlete database, attendance sheets, asset logs).
- Assist in responding to general inquiries via email or social media (when assigned).
- Provide general administrative support to the Head of Operations and PRFU staff.

Learning Opportunities

The intern will:

- Gain experience working in a national sports organization.
- Learn the fundamentals of administrative work in a non-profit and sports setting.
- Be exposed to national sports programming and international tournament logistics.
- Develop communication, organization, and coordination skills.
- Receive a certificate of internship and recommendation letter (upon satisfactory completion).

Duration and Working Hours

- Minimum duration: 3 months, with potential extension based on performance and availability.
- Working hours: 10–15 hours per week, flexible around academic schedule.
- Attendance at major events, meetings, or tournaments may be requested (remote support options available).

Qualifications

- Currently enrolled in or recently graduated from a relevant program (e.g., Business Administration, Sports Management, Communications, or similar).
- Strong organizational and time management skills.
- Detail-oriented with proficiency in Google Workspace (Docs, Sheets, Drive)
- Interest in sports, event planning, or non-profit work is a plus.
- Can work independently and take initiative on assigned tasks.
- A team player with good communication skills.

Confidentiality and Conduct

Interns must maintain confidentiality of internal records and uphold PRFU's code of conduct, values, and safeguarding policies throughout the internship.