



Commissioner's Office – Baseball Operations Internship

The Cape Cod Baseball League is seeking a highly motivated and detail-oriented individual to join the Commissioner's Office and Baseball Operations team. This internship will provide a unique opportunity to gain hands-on experience in various aspects of baseball operations, including roster management, rules enforcement and interpretation, scouting, and data analysis.

The optimal candidates will need to be aligned with League initiatives and priorities and be able to represent the brand values of the Cape Cod Baseball League. This internship runs from the date of acceptance through September 1, 2025, with the opportunity to continue for the remainder of the 2025 calendar year. This role includes remote work in a fast-paced environment with high volume of work and tight deadlines. Hours includes nights and weekends. Stipend commensurate with experience.

Reports to: Cape Cod Baseball League Commissioner

Essential Duties and Responsibilities:

- Compliance – Monitor team compliance according to League Handbook, including coaching regulations, roster regulations, and player transactions.
- Player Transactions – Monitor player transactions as assigned and ensure all player information is correct.
- Operations - Serve as Liaison to assigned franchises to support General Managers on issues regarding roster management, player transactions, MLB database, data collection, and data presentation. Monitor and keep up to date all in-season schedule changes.
- Season Events – Help coordinate operations and logistics for regular season games, the All-Star Game, the playoffs, the Fenway workout, and other season events. This includes ballpark logistics, planning, ground transportation, department-wide support and administrative tasks as required.
- Liaison – Serve as Liaison to assigned franchises to support General Managers with roster management, player transactions, MLB database, data collection, and data presentation.
- MLB Scout Liaisons – Monitor assigned franchise Scout Liaisons and ensure they are fulfilling their responsibilities as required by the League.

Qualifications:

- Prior experience working for college baseball program preferred.
- Ability to multitask and work in a fast-paced environment.
- Detail oriented, professional and a collaborative team player.
- Excellent organization, communication, writing skills, and presentation skills.
- Demonstrated time management skills; ability to meet strict deadlines in a fast-paced environment.
- Strong problem solver and creative thinker.
- Excellent and professional interpersonal skills; team-oriented demeanor and ability to work across League and external groups.
- Excellent computer aptitude and advanced proficiency with MS Office Suite, especially PowerPoint.
- Experience with Adobe Acrobat and Google Drive a plus.
- Must be enrolled in an undergraduate or graduate program. Sport Administration experience a plus.

Additional Information & Expectations:

- Accepted applications are responsible for their own housing and transportation.

- Must adhere to the Cape Cod Baseball League Code of Conduct.

Work Environment:

- Primarily works in outdoor environments, such as stadiums, arenas, and fields.
- Will travel to cover League events.
- Must be able to work irregular hours, including evenings and weekends.

Physical Demands:

- Ability to stand and walk for extended periods of time.
- Ability to carry and use heavy equipment.
- May be required to work in various weather conditions.

Note: This job description is intended to provide a general overview of the position and its responsibilities. It is not an exhaustive list of all duties and requirements.

To apply: Applicants should email their resume, cover letter, two references, and access to your portfolio to partnerships@capecodbaseball.org. Please put your name and the position you are applying for in the subject line.