



2019 Southeast Texas Tennis Association Internship Program

The Southeast Texas Tennis Association (SETTA) is a non-profit organization designed to promote and grow the game of tennis in Southeast Texas. Our board is made up of 4 managing board members, 7 at-large members, an adult league coordinator, and a website technician. We work on many projects throughout the year including: the Beaumont Labor Day Tennis Classic (The longest running tournament in Texas), Adult Leagues, Junior and Adult Tennis Clinics, Socials, The 55+ Sectionals Event, and so much more!

Our organization is based in Beaumont, Texas, but we encompass all of Southeast Texas including Warren, Sour Lake, Winnie, Orange, Silsbee, and more!

Internship Description

The SETTA internship program is designed to provide a robust experience that matches the intern's educational and/or career goals, with SETTA assigning tasks to meet these. For summer 2019, the intern's responsibilities center around three areas: event support, marketing and communication, and youth tennis. SETTA will do a meet and greet with the board and go over the objectives.

Internship Duties

- Event Support
 - SETTA leads or participates in several events in the summer of 2019. The intern will assist with various elements of these events, as assigned by their supervisor.
- Marketing and Communication
 - The intern will work closely with the Supervisor to identify opportunities to feature, highlight, and connect to diverse populations through various media channels.
- Youth Tennis
 - The intern will work with the supervisor on developing a recreational junior tennis league for youth in the summer. The initiative will work specifically with beginning players. The intern will be responsible for attending the league events and working closely with the supervisor to achieve success in the event.

Minimum Qualifications

- Currently pursuing a Bachelor's or Master's degree from an accredited college or university, or equivalent work experience

Preferred Qualifications

- Experience with Microsoft Word, Excel, PowerPoint

Knowledge, Skills, and Abilities

- Knowledge of SETTA and/or the nonprofit sector
- Ability to successfully work with volunteers and follow non-profit systems of operations
- Interest in diversity and inclusion
- Strong attention to detail
- Task-oriented and problem solver
- Excellent verbal and written communication skills
- Self-starter with a "team-first" mentality
- Ability to learn additional software as needed
- Ability to travel and work nights and weekends as needed

Hourly Wage

- \$12 to \$14 per hour depending on experience, up to 20 hours a week for 10 weeks

Requirement

- Personal interview

Application Open Date: April 20, 2019

Application Close Date: May 10, 2019

To apply, please send cover letter, resume, how you heard about the opening (website, word of mouth, etc.), and a list of two references (including current contact information) to Matthew Minick, President of the Southeast Texas Tennis Association, by email at settapresident@aol.com.