



United States Tennis Association (USTA) Southern Summer Internship

Deadline to Apply: May 3, 2024

Who We Are

We are Tennis! We are Sports! We are Business! The United States Tennis Association (USTA) Southern is the largest of the 17 sections of the United States Tennis Association, the governing body of tennis and the recognized leader in promoting and developing the sport's growth on every level in America from local communities to the crown jewel of the professional game, the US Open.

Why Work for USTA Southern?

We are an enthusiastic team of staff and volunteers focused on growing the sport of tennis and making it accessible to all. We are committed to removing barriers and creating opportunities for ALL to participate. Don't know sports? Don't worry, it is not a requirement. You can still find yourself in the game!

Responsibilities/The Role

The Intern will collaborate with and assist the Southern Tennis Foundation and USTA Southern departments (Marketing & Communications, Community Tennis, Diversity, etc.) with duties including but not limited to:

- Creating marketing materials, writing stories, and posting news to support the Foundation's mission, etc.
- Assist with event planning involving the Atlanta Open, NJTL Leadership Camp, SPUD Adaptive Tennis Event, USTA Foundation Essay Contest, Sectional Championships, and the Annual Southern Summer Meeting
- Assist with grants administration for USTA Southern and Southern Tennis Foundation
- Identify opportunities to engage with tennis and non-tennis audiences on various platforms and help articulate and develop our branding
- Pitch ideas and concepts to amplify our brand within the sports industry and tennis ecosystem
- Assist with setting up, recording, and transcribing meetings (Google Meet, Zoom, etc.)
- Assist department staff with publications, newsletters, website, and podcast
- Promote diverse monthly observances for social media with marketing department
- Produce content, photography, and videos for diversity and communications departments
- Present project findings to team members at the conclusion of the internship program

Who You Are

- **Academics:** Rising Junior or Senior in college majoring in sports management, business, communications, marketing, or related field
- **Intellectually curious:** You are interested in understanding the connection points between employee experience + nonprofits + sports + marketing + diversity
- **Social media "guru":** you are on all the go-to platforms (LinkedIn, TikTok, Instagram, Twitter, etc.)
- **A natural learner:** you like to learn on the go and offer your thoughts, perspectives, and insights
- **Effective communicator:** excellent written and verbal communication skills
- **Available:** Monday-Friday; 30 hours per week at the USTA Southern office (Peachtree Corners, Ga.)

What We Offer

- An hourly rate: \$14/hr.
- An inclusive learning culture with hands-on experiences with passionate, talented team members
- Mentorship, access, and networking with key executives across the USTA Southern Section
- Internship dates: June 3 - August 2, 2024
- Schedule: Monday through Friday from 9am – 4pm
- Hybrid internship with at least 3 days in the office weekly

To apply, email a cover letter (include how you heard about the opening), resume, and one reference letter to Ms. Cee Jai Jones, Director, Diversity, Equity & Inclusion at jones@sta.usta.com by May 6, 2024.

OVERVIEW OF THE USTA SOUTHERN SECTION

USTA Southern, located in Peachtree Corners, Ga., is a nonprofit volunteer organization with over 171,000 individual members and a committee structure of over 200 volunteers. Founded in 1886, USTA Southern is the largest of the 17 sections of the United States Tennis Association, the governing body of tennis in America. Our organization covers tennis enthusiasts living across nine states in the South: Alabama, Arkansas, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina and Tennessee, and account for more than 26 percent of the total USTA membership.

USTA Southern provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

**USTA Southern strongly encourages diverse candidates and rising juniors and seniors from Historically Black Colleges or Universities (HBCU) to apply.*