

## JOIN USTA MONTANA AS A SUMMER INTERN!

USTA Montana is seeking an undergraduate or graduate summer intern. Come join our fast paced team as we work to develop, promote and grow the game of tennis. You will have a front row seat to the action. Our internships are hands-on and offer the opportunity to interact with and learn from our staff.

All interns must have a minimum of these skills:

- Background in tennis
- Strong computer skills; MS Office
- Organization and time management skills
- Strong customer service skills
- Attention to detail
- Ability to multi-task; fast learner
- Reliable, punctual
- Team Player

League and Social Tennis Intern:

Assist Executive Director and League Coordinator for summer leagues, including team and roster verification, scoring, and making sure that league rules are followed

Gather data from numerous software products (MS Excel, MS Word, USTA Membership Tables, TennisLink)

Generating marketing materials (Event flyers, league brochures, coach handouts, administrative documents, banners, event branding)

Assist with planning the 2018 League Championships (Player party/dinner, volunteer coordination, accommodations, event website, coach binders)

Help run the 2018 League Championships in Missoula in June and July.

Help plan/run other USTA League and Social Tennis events as necessary

Move and/or load league equipment or items from on-site warehouse to work area

Packaging and shipping items to coaches, facilities, etc.

Ordering/Tracking equipment from multiple vendors to ensure deadlines are met

Previous experience/understanding of how to run a tournament preferred

Help design and/or edit marketing collateral items, including but not limited to:

Flyers, Advertisements, Brochures, Web banners, Image resizing

This is a 10-week paid internship at \$12-13.5/hour based on a 20 hours work week.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Women, minorities, and individuals with disabilities are encouraged to apply.

Email Resume, Cover Letter, and Transcript to Lauren Olson, lolson.mta@gmail.com