



INTERNSHIPS

Internship Title:

Cascade Collegiate Conference Communication Intern

Internship Overview:

The CCC Communication Intern will work remotely with the conference office to support promotional and operational efforts. Hours may vary based on weekly tasks, averaging approximately 10 hours per week for the remainder of the 2026 academic year. Additional hours, responsibilities, and opportunities for experience are available if desired. The internship will be structured to incorporate individuals areas of interest.

Eligibility:

- All students, graduate assistants, and interns at CCC institutions
- Sophomore-Senior student-athletes studying a related degree at full member institutions are preferred

Benefits:

- Internship hours & degree credit (if approved by your institution)
- Real-world experience in the industry
- Resume and reference builder
- Networking opportunities throughout the conference
- Flexible hours
- CCC apparel

Key Responsibilities:

- Assist in writing conference wide news releases, including game recaps, national rankings, and awards
- Support the upkeep and maintenance of the conference website
- Contribute to daily operational tasks
- Help with content needs including graphic and video creation

- Assist in championship materials, including manuals and programs
- Help maintain and collect historical statistical data

Preferred Skills/Experience:

- Strong writing and editing skills
- Familiarity with a variety of sports and statistical concepts
- Basic knowledge of common software tools (Word, Docs, Adobe, Excel, etc.)
- Ability to meet deadlines, stay organized and communicate professionally
- A desire to learn and grow, while also being able to complete tasks independently

Apply:

Preferred application deadline is December 10th. Applications will be accepted until the position is filled. The Internship will begin at the start of the new year.

Submit the following materials via email to

ccccourtneyb@gmail.com with the subject line:

Communication Internship Application – [Your Name]

Application Materials –

- Cover Letter (describing why you are interested and how you are a good fit)
- Resume encouraged (outlining eligibility and relevant experience)
- Samples of work are suggested