



2017 Diversity & Inclusion Section Internship

Internship Overview:

- Position will be an 8-week, paid summer internship for an undergraduate college student currently enrolled in a 4 year accredited college/university.
- Candidate must be multicultural (African American, Asian American, Hispanic/Latino, Native American).
- Experience will include professional development opportunities for the intern such as mentoring opportunities with a staff person, lunch with the Executive Director to discuss career growth or participation in staff development workshops.
- At end of internship, intern will complete a USTA National evaluation survey, review position with on-site supervisors, and make final presentation to staff about experience.

Intern Project Plan:

- Section: Southern Section Staff: Cee Jai Jones and Andrew Feldman
- Intern Supervisor Titles: Director of Diversity and Director of Community Development
- Location of Position: Atlanta, Georgia (Peachtree Corners office)
- Overall Summary of Intern Responsibilities:

The intern will work with the two directors on at least three projects in the community tennis realm, including diversity and inclusion and NJTL initiatives. The intern will have primary responsibility for community outreach programs and grants designed to engage diverse populations, as well as help coordinate large-scale events within the time frame of the internship.

USTA Southern commits to the following opportunities to provide professional development enhancement for our summer intern:

- A. Learning about Sports Business** – intern will have opportunity to informally interview with internal employees and external partners to learn about sports business and gain insight about how to prepare for career in sports industry
- B. Training Opportunities** – Southern will host three workshops over the course of the internship available to all Southern staff and the intern. Topics to be presented are:
 - a) Writing Effective Emails – How to Get People to Read and Respond to Your Email
 - b) Cross-Cultural Competency – Learning and Working in Diverse Environments

- c) Building Partnerships – How to Engage Partner Organizations to Further Your Work (with guests from Young Nonprofit Professionals Network, Welcoming America, Posse Foundation, and Georgia Diversity Council)

C. Resume Construction and Critique – intern will create (or update with summer internship opportunity) resume and cover letter for review and critique by multiple staff who hire employees for constructive feedback and improvement

The primary internship projects are:

1. **NJTL Summer Tennis Leadership Camp** – intern will coordinate student applications, communication and logistics to ensure a positive and impactful experience for up to 40 youth participants from the Southern section on the Georgia Tech campus in July 2017.
2. **BB&T Atlanta Open** – intern will have opportunity to plan, implement and be part of community engagement events at Atlanta's ATP men's tournament (July 22-July 30) including the High School Clinic, NJTL Kids Day, Family Zone, and Pride Reception.

The secondary and ongoing projects include:

1. **Arthur Ashe Essay Contest** – intern will organize essays and categories, as well as oversee judging process to ensure selection and implementation (June-July)
2. **Grants Review**- intern will manage application process and mid-year review of all state grants to fund community coordinators and produce report detailing successes, challenges and recommendations for improvement

We feel that these projects will provide the intern with the opportunity to grow their skills in:

- Administration (Microsoft Office, computer proficiency)
 - Communication (written, verbal, presentation, and social media)
 - Organization
 - Leadership
- What percentage of the above responsibilities is concentrated in administrative support? (This would be considered copying, filing, packing/shipping boxes, etc.): 10-15%

If you have questions, or to apply, please share a resume and cover letter with Cee Jai Jones (jones@sta.usta.com) no later than April 13, 2017.