

## Marketing/Communications Internship – One unpaid position available

ABOUT USA SOFTBALL: Founded in 1933, USA Softball is the National Governing Body of Softball in the United States and a member of the United States Olympic Committee. One of the nation's largest sports organizations, USA Softball sanctions competition in every state through a network of local associations and has grown from a few hundred teams in the early days to over 135,000 teams today, representing a membership of more than one million. USA Softball is responsible for training, equipping, and promoting the USA Softball National Teams that compete in international and domestic competitions.

PURPOSE OF POSITION: This intern will assist in the marketing and communications department for USA Softball. The focus will be to develop your professional business skills by completing projects led by the department.

### RESPONSIBILITIES:

- Assist with promotional opportunities during select events.
- Assist in preparing marketing materials (business cards, grassroots graphics/videos, promotional items, banners, etc.)
- Assist with sponsor prospects on a local and national level.
- Attend networking events/sponsorship meetings with staff.
- Support general communication efforts, including generating content for various publications and social media platforms with special attention to USA Softball grassroots programming.
- Research and find compelling human-interest stories by working with USA Softball Local Associations.
- Assist in the organization and editing of photos and videos from past and current years.
- Research various trends to ensure USA Softball engages with membership on all digital platforms.
- Maintain good attendance and punctuality.
- Other duties as assigned during Internship.

### REQUIREMENTS/SKILLS/QUALIFICATIONS

- Must be enrolled in a college credit internship program, preferably pursuing a degree in business, sports administration, marketing, communications or a related major.
- Internship requires a minimum of 15 hours per week.
- Must be able to pass a background check and SafeSport trained upon hiring.
- Superior attention to detail, especially under pressure of deadlines.
- Strong verbal and written communication skills and customer service orientation.
- Knowledge of Creative Cloud (Photoshop, InDesign, Lightroom, etc...) or Canva Pro.
- Video editing photography experience is a plus.

### Compensation: \$9/hour

**Benefits:** These internships do not include any additional benefits (medical/dental insurance, tuition reimbursement, retirement plan, etc.).

Qualified candidates should send a cover letter, resume, and two letters of recommendation to:  
Dre McKee, Director of Marketing and Communications  
Email: [amckee@usasoftball.com](mailto:amckee@usasoftball.com)  
Subject line: Marketing/Communications Internship