



Dallas Tennis Association Non Profit Management Internship

The Dallas Tennis Association (DTA) is currently accepting applications for the position of non profit management intern. We want to build and maintain our community relationships. With this mindset, we are excited to meet potential candidates that believe they can contribute to our management team and actively engage with members of our community. This is a great way to earn academic credit and gain experience in non-profit management. Both part-time and full-time internships are unpaid.

Interns have the opportunity to network with high-profile members of the community. Workdays and number of hours depend upon assignments and specific needs. Current students and recent graduates are welcome to apply.

To apply, submit resume with a cover letter and references to Scott Hanover, at execd@dt.org
No phone calls please.

Application Deadlines & Important Deadline

- **Spring Internship Program**
 - Submission of resume deadline: November 15
 - Interviews: November 15 - November 20
 - Offers: Week of November 20
 - Season: January till April
- **Summer Internship Program**
 - Submission of resume deadline: March 15
 - Interviews: March 15 - March 30
 - Offers: Week of April 1
 - Season: May till August
- **Fall Internship Program**
 - Submission of resume deadline: August 15
 - Interviews: August 16 – August 20
 - Offers: Week of August 21
 - Season: September till December

DALLAS TENNIS ASSOCIATION | NON PROFIT MANAGEMENT INTERNS

The 2019 interns will assist with the following tasks:

GENERAL RESPONSIBILITIES

- ❖ Assist with promotional activities and event management for special events.
- ❖ Assist Manager with upkeep of website and additional Internet marketing strategies.
- ❖ Develop flyers, correspondence, and other print materials such as newsletters and advertisements.
- ❖ Assist in developing proposals to corporate sponsors of tournaments and other events.
- ❖ Assist in marketing strategies regarding membership services and solicitation.
- ❖ Help organize membership benefit events.
- ❖ Perform administrative duties as needed.
- ❖ Attend staff meetings and event planning meetings as required.

NON PROFIT MANAGEMENT INTERN

- ❖ **Events**
 - Assist with budgeting process
 - Help with specific fund raising efforts including North Texas Day of Giving, RBC Championships and other USTA Foundation related events.
 - Assist with charitable organization research
 - Support staff members in the execution of any DTA event
- ❖ **Operations**
 - Be present at event and assist with the setup & cleanup, as needed
 - Ability to multi-task and have a basic understanding of non-profits
 - A basic understanding of tennis is preferred but not required
- ❖ **Management**
 - Be able to manage relationships with DTA members
- ❖ **Newsletter**
 - All interns will contribute to the DTA newsletter that goes out periodically
 - Opportunity for blogging

It is important that interns have the ability to develop ideas, follow through on program initiatives, deal effectively with the public & members, and possess at least a rudimentary knowledge of the basics of tennis. (Many of our programs and marketing strategies are created with tennis as an integral component.)

Experience with desktop publishing programs (Word, Excel, PowerPoint, Publisher, InDesign, Photoshop) is highly desirable. Interns also need to be flexible in scheduling to allow for possibly working some evenings and weekends. A few events may be planned on or around holidays.

INTERNSHIP APPLICATION

PERSONAL INFORMATION

Name: _____ D.O.B _____ (mm/dd/yy)
(Last) (First) (M)

Local Address: _____
(State) (City) (Zip)

Cell Phone: (____) _____ Home Phone: (____) _____

Email Address: _____

IN CASE OF EMERGENCY CONTACT

Name: _____ Relationship: _____

Phone Cell: _____ Home: _____

I am applying for the Fall / Spring / Summer Semester (circle one)

What university do you attend? _____

What year are you in? _____

What is your Major? _____

Please identify what days you are willing to work?

Day	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		