



Job Description – Community Tennis Association (CTA) Intern Houston Tennis Association, Inc.

The Houston Tennis Association (HTA) is a not-for-profit volunteer organization devoted to promoting and developing the growth of tennis in the greater Houston area. Since 1952, HTA has served as a prominent Community Tennis Association (CTA) for the United States Tennis Association Texas section (USTA Texas), the third largest of 17 sections comprising the USTA, the governing body of tennis in America. Following the lead of USTA Texas and the USTA, HTA offers numerous tennis programs for juniors, adults and seniors at the beginning, recreational, and competitive levels. HTA hosts a National Junior Tennis and Learning (NJTL) chapter and works in collaboration with the Houston Parks and Recreation Department to offer free tennis and education programs at more than 40 neighborhood parks serving ages 4 to 18. The program consistently reaches more than 6,000 children each year.

As an employer, HTA is an equal opportunity employer and welcomes applicants without regard to age, race, color, sex (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military status, genetic information, sexual orientation, or gender identity and/or expression. The organization is especially interested in applications from qualified candidates who would contribute to the diversity of all programs. For the purposes of this internship, preference will be given to applicants currently attending college or university with a special interest in sports marketing, communications, data analytics or program development.

Job Description

The CTA Intern is a part-time position that supports the growth of tennis in the greater Houston area. The position will work on key projects to enable this mission, paying special attention to Diversity, Equity and Inclusion (DEI) as well as communications/marketing or telling the HTA story. The intern will work under the supervision of the HTA Executive Director and will also collaborate with other stakeholders, staff members and volunteers. The intern will also visit USTA Texas for a day/overnight meet-and-greet with USTA Texas staff to be held July 21-22, 2022. Attendance is mandatory and expenses will be covered by USTA Texas.

Job Duties

- **Event Support**
 - Assist with various events hosted by HTA. These may include tournaments, league playoffs, and summer NJTL events. The intern may help with planning, preparation, execution and wrap-up at these events.
- **Marketing/Communications**
 - Working with HTA Executive Director, evaluation strengths and weaknesses of current branding and imaging, including review of website and social media.
 - Attend meetings of HTA committees as requested to gain insight on perceptions and provide support for objectives. Attend HTA staff meetings as well.
 - Develop a strategy for “telling the HTA story” and present recommendations to the Executive Director.
 - Assist Marketing/Communications Associate (once hired) as they get familiar with the organization and may need help with specific projects.

- Research/Analytics
 - With Houston demographics constantly changing, assessing opportunities to engage diverse audiences through tennis is essential. The intern will assist gathering data regarding tennis play in the greater Houston area and analyze for trends.
 - Provide input on what software/platforms may prove most helpful in maintaining records that include location, age, ethnicity, playing level, etc., including Serve Tennis options.

Minimum Qualifications

- Currently pursuing a Bachelor's or Master's degree in business, sports management, communications, or a related field; an earned Bachelor's Degree from an accredited college or university, or equivalent work experience

Preferred Qualifications

- Preference may be given to diverse candidates, especially bi-lingual or multi-lingual
- Experience with Microsoft Office products—Word, Excel, Powerpoint, etc.
- Experience conducting research
- Tennis experience

Knowledge, Skills and Abilities

- Knowledge of the tennis community and/or the nonprofit sector
- Ability to successfully work with volunteers, staff and youth
- Interest in diversity and inclusion
- Strong attention to detail
- Task-oriented and problem solver
- Excellent verbal and written communication skills
- Self-starter with a "team-first" mentality
- Ability to learn additional software as needed
- Ability to work nights and weekends as needed

Hourly Wage

- \$13-\$15 per hour, averaging 16-24 hours a week for 12-15 weeks, June-September

Requirement

- Personal interview and successful completion of NCSI/SafePlay screening

Application Open Date: June 1, 2022

Application Close Date: June 15, 2022

To apply, please send cover letter/letter of application, resume, how you heard about the opening (website, word of mouth, etc.), and a list of two references (including current contact information) to Emily Schaefer, HTA Executive Director, by email at emily.s@houstontennis.org. Should you need additional information, please call the HTA office, 281-580-8313.