

Program Management Internship

Organization: Paducah Tennis Association (PTA)

Location: Hybrid (Paducah, KY area preferred)

Duration: 12 months

Hours: Part-time, approximately 5–10 hours per week

Compensation: Unpaid (service hours or community experience can be arranged)

About Paducah Tennis Association (PTA):

The Paducah Tennis Association is a nonprofit organization committed to growing tennis in the community. We organize events, programs, and tournaments to make tennis accessible and fun for people of all ages and skill levels.

Position Overview:

Are you a high school or college student interested in leadership, event planning, or nonprofit work? PTA is seeking a **Program Management Intern** to assist with organizing and managing our tennis programs and events. This internship provides a fantastic opportunity to develop project management skills, gain experience in community engagement, and make a meaningful contribution to local sports initiatives.

What You'll Do:

- **Event Coordination:**
 - Assist in planning and organizing tennis events, including tournaments, clinics, and community outreach programs.
 - Help create event schedules, manage registrations, and communicate with participants.
- **Program Support:**
 - Work with PTA leadership to organize ongoing programs, such as youth tennis clinics or beginner leagues.
 - Coordinate logistics like venue setup, materials, and volunteer assignments.
- **Community Engagement:**
 - Help promote programs to the community through email outreach, flyers, and social media (in collaboration with the social media team).
 - Interact with participants and gather feedback to improve future programs.
- **Administrative Tasks:**
 - Maintain program records, track attendance, and assist with reports.
 - Support fundraising or sponsorship initiatives by organizing materials or contacting potential donors.
- **Creative Input:**
 - Share ideas to improve existing programs or develop new ones that meet community needs.

- **Create, Present and Execute a Special Project**
 - create a project related to your work at the April Board meeting detailing what the project will include, why it is needed, how it will be completed and expected duration
 - work with board and community members to successfully implement project
 - report regularly to board on project goal satisfaction

What We're Looking For:

- High school (current 10th-11th grades) or college student interested in event planning, sports management, or nonprofit work.
- Strong organizational and communication skills.
- Ability to work collaboratively and take initiative.
- Comfortable using tools like Google Workspace (Docs, Sheets, etc.) or willing to learn.
- Passionate about making a difference in the Paducah community!

What You'll Get:

- Hands-on experience in program and event management.
- Opportunities to develop leadership, organizational, and problem-solving skills.
- A chance to contribute to meaningful community initiatives.
- Flexible hours to fit your school and extracurricular commitments.
- Be part of a supportive team that values your input and creativity.

How to Apply:

Complete form at <https://paducahtennis.com/2025internshipopportunities>

Interviews will be conducted December 28, 2024 - January 11, 2025 with Intern selected by January 15, 2025

Join the Paducah Tennis Association and help bring the joy of tennis to our community!