

# Webmaster Internship

**Organization:** Paducah Tennis Association (PTA)

**Location:** Remote/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 dedicated to growing the sport of tennis in the Paducah area. We host events, clinics, and tournaments to promote healthy lifestyles and create an inclusive community for players of all ages and skill levels.

## Position Overview:

Are you a high school or college student interested in technology, design, or marketing? Join PTA as a **Webmaster Intern** to gain real-world experience managing and improving a professional website! You'll learn valuable skills, support your community, and build a portfolio to showcase to future employers or schools.

## What You'll Do:

- **Keep Our Website Updated:**
  - Add new events, announcements, and photos to the website.
  - Make sure the site looks great and is easy to use.
- **Create Fun Content:**
  - Write blog posts or news about tournaments and community events.
  - Work with photos and graphics to make the website exciting and fun to explore.
- **Learn Technical Skills:**
  - Use website tools like WordPress or Wix to make updates.
  - Learn basic HTML/CSS to customize pages.
  - Help keep the website running smoothly.
- **Share Your Ideas:**
  - Help make the website better by brainstorming ways to improve how it looks and works.
  - Use tools like Google Analytics to see how many people visit the site and what they click on.
- **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 or 11th grade students) or college student (no experience needed—we'll teach you!)
- Interest in website design, social media, or technology.
- Familiarity with tools like WordPress, Canva, or Google Docs is a bonus, but not required.
- Creative, organized, and willing to learn.
- Excited to make a difference in the Paducah community!

## **What You'll Get:**

- Hands-on experience with website design and management.
- A chance to build a portfolio for future school or job applications.
- Opportunities to learn new technical and creative skills.
- Flexible hours to fit your school and extracurricular activities.
- Be part of a friendly team making a positive impact in your community!

## **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

Be part of something exciting and help us grow tennis in Paducah!