



American Volleyball Coaches Association

Engagement, Mission & Research Paid Internship

Location: Remote, In-Person at AVCA Office in Lexington KY, or Hybrid (Flexible)

Time Commitment: Approximately 12 hours per week

Compensation: Paid Internship (hourly)

Reports To: Senior Director of Engagement, Mission, and Research

Position Overview

The Engagement, Mission & Research Intern supports the Senior Director in advancing the organization's community engagement, volunteer infrastructure, committee operations, mission-aligned programming, and research initiatives. This role is ideal for a highly organized, mission-driven individual interested in nonprofit leadership, sports management, community engagement, research administration, or association management.

The intern will contribute meaningfully to initiatives that support volunteers, committees, scholarships, surveys, and mission-oriented programs while gaining hands-on experience in governance support, stakeholder engagement, and applied research.

This position offers flexibility in work location and schedule, with meaningful responsibility and mentorship.

Key Responsibilities

Community Engagement, Volunteers & Committees

- Assist with coordination and administration of volunteer and committee activities
- Help manage meeting materials, meeting agendas, notes, and follow-up documentation
- Support communication with volunteers and committee members, including reminders, updates, and resource sharing

- Maintain accurate records of committee rosters, timelines, and deliverables

Mission-Oriented Programs & Initiatives

- Support mission-driven initiatives such as scholarship programs, outreach efforts, and service-focused projects
- Assist with tracking program timelines, participation, and outcomes
- Help organize program documentation, budgets, and internal reports
- Contribute to donor stewardship or recognition efforts tied to mission-aligned programs (non-transactional)

Research & Surveys Administration

- Assist with coordination of Association surveys and evaluations (e.g., member surveys, pulse surveys, post-program evaluations)
- Support survey setup, scheduling, data organization, and follow-up communications
- Help prepare summaries, reports, and presentations based on research findings
- Maintain organized research files and documentation to support future analysis

Operational & Administrative Support

- Provide general administrative support to the Senior Director across engagement, mission, and research initiatives
- Assist with project tracking, deadline management, and documentation
- Support interns, volunteers, or consultants working on related initiatives as needed
- Ensure tasks and materials follow established workflows and organizational standards

Qualifications

- Current undergraduate or graduate student, or recent graduate, in fields such as sports management, sports marketing, nonprofit management, communications, research, or related discipline
- Strong organizational skills and attention to detail
- Clear written and verbal communication skills
- Ability to manage multiple tasks and meet deadlines in a part-time capacity

- Interest in community engagement, volunteer management, mission-driven work, or research
 - Comfortable working independently and collaboratively in a remote or professional office setting
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Preferred Skills (Not Required)

- Experience with surveys, data collection, or basic research methods
 - Familiarity with nonprofit, association, or volunteer-based organizations
 - Proficiency with Microsoft Office, Google Workspace, or similar tools
 - Experience taking meeting notes or supporting committees
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What Intern Has the Potential to Gain

- Hands-on experience supporting senior leadership in a mission-driven organization
- Exposure to board-adjacent work, volunteer governance, and community engagement strategy
- Practical experience in research coordination, reporting, and program evaluation
- Professional mentorship and skill development in sports, nonprofit, or association operations
- Flexible work environment that supports academic and professional growth