



INTERNSHIP POSITION DESCRIPTION

Title: American Volleyball Coaches Association Intern
(Communications and Content Creation Emphasis)

Reports To: Manager of Communications

Classification: Paid – Hourly

The American Volleyball Coaches Association (AVCA), located in Lexington, Kentucky, is seeking internship candidates for the 2026 fall semester. Interns will be exposed to a variety of elements related to the fields of sports management and association management including, but not limited to, assisting with content creation—both written and visual—AVCA Web site updates, social media posts, AVCA awards announcements, and updating records lists.

ESSENTIAL FUNCTIONS:

Under the supervision and direction of AVCA staff the intern will learn to:

1. Assist with promotion and publication of all aspects of the AVCA and its national communications initiatives. Will also assist in the planning, directing and evaluation of the AVCA promotional programs.
2. Help with the compilation of AVCA Top 25 polls and national players of the week announcements, as well as updating the AVCA website and historical records documents.
3. Assist with content creation for the AVCA website and AVCA social media (Instagram, X, and Facebook).
4. Other educational related tasks as assigned by AVCA staff.

GOALS:

1. Provide the intern an opportunity to demonstrate and gain valuable experience and marketable skills in the fields of sports management, communications, and association management.
2. Allow the intern opportunities to interact with others in the company to better understand the many aspects of the AVCA and its parent company, Associations International.

POSITION REQUIREMENTS

1. Creative, self-starter who is motivated to help with communications tasks to promote the AVCA and the sport of volleyball.
2. Strong preference that you can work on Mondays and Tuesdays; at least one of them is a must.
3. Must have high attention to detail and be able to move quickly from one task to another.
4. Excellent written and verbal communication skills.
5. Working knowledge of Microsoft Outlook, Word, Excel, Canva, and social media platforms; Adobe Photoshop a bonus.

For more information, contact Pat Henderson at pat.henderson@avca.org or 859-226-4279.

4/22/2026