



## **INTERNSHIP POSITION DESCRIPTION**

**Title:** American Volleyball Coaches Association Intern  
(Membership & Data Emphasis)

**Reports To:** Chief Growth and Membership Officer

**Classification:** Paid – Hourly; Remote

The American Volleyball Coaches Association (AVCA), located in Lexington, Kentucky, is seeking candidates for a collegiate internship for the 2026 fall semester. Interns will be exposed to a variety of elements related to the fields of sports marketing and association management consisting of, but not limited to, membership recruitment and retention practices, event management, developing marketing strategies, and managing national award programs.

### **ESSENTIAL FUNCTIONS:**

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

1. Provide support with implementation of membership recruitment and retention strategies.
2. Assist with the development of a marketing plan for membership recruitment.
3. Assist with weekly digital communications by building and formatting email content (newsletters, features, and updates) using provided templates, including text, images, and links.
4. Support database management by updating member and coach records, including tracking coaching changes, researching contact information, and maintaining accurate data.
5. Collaborate on website updates by helping maintain partner pages and ensuring that information is current and accurate.
6. Provide event and convention support, including preparing printed materials, assisting with invitations and attendee tracking, and helping with pre-event logistics.
7. Support convention efforts by assisting with donor outreach, creating promotional materials, and helping build online auction catalogs.
8. Participate in seasonal campaigns and special projects by tracking participation, collecting user-generated content, and supporting cross-functional team needs.
9. Assist with the implementation of the AVCA award programs at all levels to include national All-America and Coach of the Year awards.
10. Assist as a contact for the MaxPreps/AVCA High School Player of the Week program.
11. Provide support in coordinating the awards program at the AVCA Annual Convention that is held in conjunction with the NCAA Division I Women's Volleyball Championships.
12. Other related tasks as assigned by AVCA staff.

### **GOALS:**

1. Provide the intern with a broad experience in sports marketing, association management and event 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.
3. Provide the intern an opportunity to demonstrate and gain valuable experience and marketable skills in the fields of sports management and association management.

## **POSITION REQUIREMENTS**

1. Motivated and possess the ability to work under close supervision.
2. Must have high attention to detail and be able to move quickly from one task to another.
3. Excellent written and verbal communication skills.
4. Working knowledge of Microsoft Outlook, Word, and Excel.
5. Must have access to a computer and reliable internet.

**For more information please contact Kate Topley at [kate.topley@avca.org](mailto:kate.topley@avca.org) or 859-219-3592.**