



SQUASH + EDUCATION ALLIANCE

Job Description

SEA Intern

The Squash and Education Alliance is seeking a hardworking and organized intern to support the preparation and execution of SEA events and assist with administrative work in the office.

Responsibilities

Responsibilities will include, but not be limited to, the following areas.

- SEA Team Nationals tournament preparation and support, including assisting with t-shirt and trophy orders, checking student paperwork, tracking program payments and requesting flight reimbursements, preparing the Academic Showcase, and setting up tournament draws.
- Assist in the preparation for SEA's Academic Retreat and Squash Retreat for staff, Career Connections Boot Camp, Citizenship Tour and Individuals Nationals including, among other things, assisting with catering and supplies orders, assembling folders and gift bags, checking and tracking student paperwork and RSVPs, and supporting digital organization and curriculum updates.
- Provide additional event support, including but not limited to other squash and academic events
- Attend and provide support at the following events:
 - Team Nationals Tournament: March 6th - 8th in New Haven (housing provided if needed)
 - Career Connections Boot Camp: May 18th - 22nd in New York City

Qualifications & Experience

- SEA college student or recent program graduate
- Past experience as a volunteer, tournament assistant, or summer staff member at SEA or an SEA member program a plus

Skills

- Sets extremely high standards for self and has a strong work ethic
- Detail-oriented, meets deadlines and is able to multitask
- Communicates clearly and professionally
- High energy, responsible, and open to direction from colleagues

Compensation and Hours

- Compensation will be commensurate with qualifications and experience, with a minimum starting salary of \$15/hour.
- 15-20 hours a week at the SEA office in New York City. Some weekend hours and overnight travel will be required.

Internship duration: Approximate start date January 22nd - May 22nd, with the opportunity to evolve into a full-time summer internship.

Application Process: Interested candidates should complete the application form and send your resume and an introductory email expressing your interest in the role to SEA's Director of Squash, Edgardo Gonzalez, at edgardo.gonzalez@squashandeducation.org by **Tuesday, January 7th**.