Communications Intern

Reports To: Managing Director of Communications

Scope and Timeframe:
The Communications intern will be responsible for assisting the Communications Department in all matters relating to USA Softball with a primary focus on grassroots programming and USA Softball National Championship Finals. The internship will last from January – December, 2020.

Job Responsibilities:
1. Support general communication efforts, including generating content for various publications and social media platforms with special attention to USA Softball grassroots programming.
2. Research and find compelling human-interest stories by working with USA Softball Local Associations.
3. Support the Communications Department in researching and writing relevant stories and press releases pertaining to all levels of the organization.
4. Assist with website maintenance for USASoftball.com, including posting news stories and making updates.
5. Assist with communication efforts for USA Softball National Championships, including tournament previews, recaps and results.
6. Act as the lead for the Communications Department in covering the GOLD National Championships and USA Softball JO Cup.
7. Provide event coverage through social media, website updates and recaps.
8. Assist in the organization and editing of photos and videos from past and current seasons.
9. Work with the Communications Department in creating promotional graphics, videos and contests for grassroots events.
10. Provide metrics and report on social media and website analytics to determine the success of content.
11. Research various trends to ensure USA Softball bests engages with membership on all digital fronts.
12. Other duties as assigned.

Qualifications and Preferred Skills:
• Ability to work at National Headquarters in Oklahoma City and work during regular business hours (M-F, 8 a.m. – 5 p.m.)
• Knowledge of social media (Facebook, Twitter, Instagram, etc…)
• Adobe Creative Suite (Photoshop, InDesign, Lightroom, etc…)
• Knowledge of softball and/or sports coverage
• Strong desire to learn and become a self-starter
• Ability to work independently and within a team environment
• Attention to detail and organizational skills

Job Benefits:
• Opportunity to work with a high-profile Olympic sport and National Governing Body
• Hourly-based compensation based on experience
• Position does not include any benefits (i.e. medical/dental insurance, tuition reimbursement, retirement plan, etc…).

Interested Applicants Will Send the Following:
• Cover Letter and Resume
• Letters of Recommendation and three work samples

Contact:
Codi Warren, Managing Director of Communications
2801 NE 50th Street
Oklahoma City, OK 73111
cwarren@usasoftball.com