



## **Communications: Internal and Member Communications**

**General position summary:** Assist the communications staff in supporting the mission of the NCAA as a writer and strategic content developer. The intern must be a strong, versatile writer and adept in interpersonal communication, time management and organization.

**Desired knowledge, skills and abilities:** The internal and membership communication intern is a writer with a background developing content for campus organizations, including athletics departments or university publications, and other organizations through previous internship experiences. This individual works well on collaborative projects but is also able to work independently with little or no supervision. The ability to thrive in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality, is essential to being successful in this role. Advanced written and verbal communication skills, strong decision-making ability and attention to detail are critical. The intern should be comfortable presenting to and/or sharing information with small- to medium-sized audiences.

Candidates are graduating seniors or recent graduates who were active leaders on campus and have previously worked or interned with athletics departments or communications organizations.

### **Essential duties:**

- Contribute to content that illuminates the opportunities provided by playing college sports, tells current and former student-athlete stories, and communicates the mission, values and priorities of the NCAA.
- Support the planning and onsite execution for communication efforts at NCAA events, including select championships and events hosted by other departments at the national office.
- Help manage and develop content for key newsletters to staff and the NCAA membership.
- Assist with the annual NCAA Convention, including helping with events and education sessions and communicating with awardees and their guests.
- Collaborate with other departments on communication projects.
- Ensure all written content is accurate and meets group goals for communicating in clear, concise language.