



## **USA Team Handball - National Teams Operations Intern**

**Reporting To:** Communications and Operations Manager

**Period of Performance:** August 31, 2025 to TBD

**Compensation:** For college credit only

### **Summary/Objective:**

The National Teams Operations Intern will work with USA Team Handball staff on a variety of initiatives centered around organizational aspects of optimizing national team travel and preparation for international events. Responsibilities include but are not limited to developing database of key athlete information, uniforms, monitoring key timelines for selection procedures and documentation necessary for competition.

### **Essential Functions:**

- Work with USA Team Handball to create databases and manage day to day operational activities including input of data to relevant international federation platforms
- Monitor key deliverables and correspond with relevant parties regarding organizational matters as directed by the Chief Executive Officer and Collegiate Development Coordinator
- Collaborate with National Team Coaching Staff to streamline national team activities

- Contact National Team athletes to complete membership requirements including, but not limited to, SafeSport and Background Screenings
- Develop strategies to identify new athletes for National Team athlete pool

**Required Education and Experience:**

- Background or passion for supporting others
- High level of organization preferred
- Detailed-oriented and able to work independently
- Excellent written and oral communication skills
- Proficient in office software (Word, Excel, Outlook and PowerPoint) and Google Docs applications

**Education:**

Applicants must be currently enrolled at an accredited college or university. Sports Management or related field of study preferred.

**Weekly Work Requirement:**

**UP TO** 15 hours per week. Hours during the week are flexible based on school/class schedule.

**Contact:** [matthew.collins@usateamhandball.org](mailto:matthew.collins@usateamhandball.org)

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**Supervisory Responsibility:**

No direct supervisory duties.

**Work Environment:**

This job primarily operates in a remote office environment. This role routinely uses standard office equipment.

**Application Process & Hiring Requirements:**

Apply via email to [matthew.collins@usateamhandball.org](mailto:matthew.collins@usateamhandball.org); please use subject line NATIONAL TEAM INTERN; Include cover letter and resume

Successful candidate must pass a USA Team Handball background screening and complete Safe Sport training