



USA Team Handball - Membership Services Intern

Reporting To: Chief Executive Officer and Communications and Operations Manager

Period of Performance: August 31, 2025 to TBD

Compensation: For college credit only

Summary/Objective

The Membership Services Intern will work with USA Team Handball staff on a variety of initiatives centered around increasing membership and fostering current clubs and members within our community.

Job Description

- Develop and execute strategies to increase membership and retention.
- Create step-by-step guides to expedite onboarding process for clubs and individual members
- Be a point of contact for club and individual members for questions regarding upcoming events
- Offer strategies for club growth, including identifying new regions USA Team Handball can target
- Measure and evaluate the success and effectiveness of existing programs.
- Develop an understanding of USA Team Handball's membership platform, Sport80, and respond to support requests as needed
- Organize membership information pertinent to upcoming events

- Collaborate with communications staff to disseminate relevant information to handball community

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.

Qualifications

- Currently enrolled in college; must be able to receive college credit
- Motivated college student looking to pursue a career in the sports industry
- Proactive attitude, open to trying new ideas, eager to learn, and highly organized

Additional Information

This is an unpaid, for credit internship

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 hours per week. Hours during the week are flexible based on school/class schedule.

Contact: 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; please use subject line

MEMBERSHIP SERVICES INTERN; Include cover letter and resume

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