

DCIAA Internship Announcement

The District of Columbia Athletic Association (DCIAA) is the governing body for all sports within the D.C. Public Schools network. The DCIAA specifically is the conference office that oversees all sports leagues within DCPS. The DCIAA is currently looking for interns to help aid our department in future endeavors.

Responsibilities

- Dedicate a minimum of 20 office hours weekly (specific hours to be determined by the intern)
- Provide assistance with the set-up, operation and breakdown of the department's events.
- Reports to head athletic director, assistant athletic directors, athletic business coordinator and compliance coordinator
- Work closely with internal and external constituencies to coordinate athletics contests.
- Be on-site and available throughout selected athletics events to assist in the operation.
- Act with the interest of the DCIAA Athletics Department

Qualifications

- Complete background screenings (more information will be provided during the onboarding process)
- Completion of one years of academic training at an accredited institution in an undergraduate program directly related to the summary of duties
- Relevant coursework to be determined by the hiring department
- Athletic Experience
- Skills in the use of computer programs including Microsoft Word, PowerPoint, Excel and Publisher.
- Skills in interpersonal problem solving and decision-making
- Ability to manage and keep accurate records.
- Ability to effectively communicate with administrators, coaches, staff and student both verbally and in-writing.
- Ability to learn quickly, multi-task, adapt and work independently
- Provide own method of transportation

Compensation

- This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant. Position offers an excellent opportunity to work on substantive projects and can result in a great reference.

Skills Obtained

By becoming a part of the DCIAA internship program students will be able to enhance the following skills

- Teamwork
- Leadership
- Time Management
- Office Management and Responsibility
- Commitment

Please contact the internship coordinator Shanice Abrams at Shanice.Abrams@k12.dc.gov with your resume to express interest.