Billie Jean King Internship Opportunities at World TeamTennis

**Expectation:**
WTT is seeking a high achieving, detail oriented intern to help handle business related matters for Billie Jean King. WTT will work with respective schools and universities to offer course credit.

**Location:**
1776 Broadway, Suite 600, New York, NY 10019

**WTT & Billie Jean King Overview:**
Billie Jean King has won 39 Grand Slam titles, including a record 20 at Wimbledon. She is one of the 20th century's most respected and influential people and has long been a champion for social change and equality. For more information, please visit [http://www.billiejeanking.com](http://www.billiejeanking.com).

Billie Jean King co-founded World TeamTennis in 1974. The 2010 season will be the 35th for the World TeamTennis Pro League, a unique property that showcases world-class tennis in a co-ed team environment. Teams consist of three generations of tennis standouts, including legends, current tour players and up-and-coming tennis pros. For more information please visit [http://www.WTT.com](http://www.WTT.com) (World TeamTennis’ official website).

**Job Description(s):**
There are several projects where a resourceful contributor will have opportunities to make a significant impact. Examples of the types of projects that the intern would provide assistance for Billie Jean King include, but are not limited to:

1. Organizing and processing written communications/invoices (invites, autograph requests, bills, etc.)
2. Handling Women’s Sports Foundation & Green Slam requests.
3. Processing recommendation letters.
4. Providing direct assistance to Billie Jean King at events during the WTT Season this July.
5. Processing and shipping Billie Jean King book order requests.
6. Updating and managing Billie Jean King’s shared calendar.

**Commitment:**
The number of hours might vary, depending on terms of agreement for course credit. WTT is looking to fill this internship immediately and applications will be accepted on a rolling basis. Interns should be able to commit to an internship lasting at least four months for a minimum of ten hours per week, however, WTT can accommodate a 40+ hour per week schedule.

**Contact:**
Please send letter of interest and resume, via E-mail, to Isaac Leamer at ileamer@wtt.com.