



Internship Opportunity

About the Company

Behind the Whistle LLC is an educational consulting company that provides the tools necessary for developing the whole coach and athlete beyond schematics. We aim to address issues in social justice, mental health and wellness, social work in sports, coaching athletes in Generation Z, positive coaching, culturally relevant coaching, and trauma informed coaching. The Mission of Behind the Whistle is to provide high-quality consulting, coaching, leadership curriculum, and professional development for educators, administrators, teachers, executives, managers, athletes, students, and coaches by creating intentional collisions of diverse solution-minded practitioners across the spectrum of human development for the purpose of building great ancestors. We connect people focused on maximizing greatness in themselves and others while simultaneously reinforcing the village of collective excellence through discourse, development, and action.

Internship Overview

Interns will assist with all aspects of the consulting company. Interns will work directly with Dr. William and Lizette Goodloe in exploring and researching the many aspects of athlete education and staff professional development at the interscholastic level. Examples include research on specific topics related to interscholastic athletics, student-athlete development, and parent support. Interns will engage in the planning and execution of the Behind the Whistle Symposium & round table discussions. Interns will engage with athletics administrators, sports industry executives, educational technology providers, coaches, parents, current/former collegiate athletes and professional athletes to identify, develop, and implement industry best practices. Interns will gain knowledge in interscholastic athletics, athlete development programming, the implementation and evaluation of professional development for coaches. The internship typically spans one academic semester with the opportunity for continuation.

Duties and Responsibilities

- Provide administrative support to CEO & COO
- Schedule business appointments and meetings
- Manage calendar
- Update and manage website
- Maintain weekly contact with either CEO or COO
- Prepare company reports, documents, and other materials
- Monitor company social media sites
- Assist with executing company marketing strategy
- Conduct research on interscholastic athletic programs, services, industry leaders, and school administrators.
- Other duties as assigned



Required Qualifications

- Bachelor's degree in Sports Administration, Education, Business, HR or related major
- Proficient in Microsoft Office; familiarity with trending computer applications
- Strong written (good editing ability) and oral communication skills
- Experience, comfortable working virtually
- Able to work independently
- Strong time/project management skills essential
- Strong research skills
- Understanding of social media platforms
- Reliable and flexible
- Available evenings, weekends
- Maintain confidentiality at all times

Desired Knowledge/Experience

- Familiar with interscholastic athletics in Texas
- Familiar with college and professional sports organizations
- Former collegiate student-athlete
- Interested in a career in sport administration, athlete development, education or related field.

Benefits

- Professional recommendation upon successful completion of internship
- Opportunity to network and engage with industry experts, leading education and sports institutions and organizations
- Two career coaching sessions

Application Process and Selection

Interested students should forward a copy of their resume to a professor or internship coordinator. Students should also include a cover letter with a brief statement expressing their interest in the opportunity and their availability (Spring 2021; Summer 2021; Fall 2021). The internship coordinator or professor will forward materials to Dr. William Goodloe or Lizette Goodloe along with their recommendation/approval of qualified candidates. Dr. Goodloe will review candidate materials and conduct a telephone/zoom interview based on availability of a position and a potential match. A final decision will be made in collaboration with the professor or internship coordinator. Non-students should forward their resume, statement of interest and availability directly to behindwhistle@gmail.com.

Let's Build Great Ancestors Together!

Dr. William & Lizette Goodloe