

**Position Title:** Race Intern

**Reports To:** Marketing & Events Coordinator/Development Manager/Director of Mission Impact & Outreach

**Dates:** June/July 2019-October 2019, minimum of 20 hours per week

**Overview**

The Race Intern will assist the Marketing and Events Coordinator with all major Race logistics needs, social media updates and preparation and assist Development Manager with Race team cultivation.

**Primary Responsibilities**

* Analysis of reports of Race participants
* Office administrative support, such as checking mail, answering phones, manning reception desk
* Call Race Teams to encourage fundraising and provide support
* Email communication with Race Teams to encourage fundraising and provide support
* Assist with social media postings
* Assist with vendor outreach to coordinate and schedule services
* Attend team kick-off events as scheduled by Affiliate
* Assist with Race volunteer coordination and outreach
* Data entry for Race registrations

**Skills/Experience**

* Familiar with excel, with ability to quickly input data, insert and delete rows, hide rows, and sort rows in existing spreadsheets and ability to create spreadsheets.
* Mail merge experience desired but not required.
* Capable of quickly mastering new computer systems. Prior experience with SalesForce and Convio strongly preferred.
* Prior experience with peer to peer fundraising and particularly race/walk programs desired but not required.
* Comfortable with making cold and warm calls to Race participants.
* Personable and friendly
* Works well under time pressure
* Effective multi-tasker
* Responds to conflict in professional and thoughtful manner
* Ability to lift 25 pounds.