

US Road Sports & Entertainment of Georgia Internship



Job Title: Marketing & Logistics Intern
Location: Atlanta, GA
Stipend: Unpaid Internship
Duration: August – December 2010

Summary of Position:

The Marketing & Logistics Intern will provide support to the USRS of Georgia staff in the planning of the 13.1 Atlanta and Georgia Marathon & Half Marathon. Interns should be available 10 – 20 hours per week. The intern will gain valuable experience in event management and road race marketing, operations, and logistics. The intern will also provide office support through various functional roles.

Intern Responsibilities:

- Coordinate grass roots marketing campaign
- Maintain event promotion calendar working with Marketing Team for scheduling and event set-up
- Assist with email marketing and newsletter design and text
- Maintain social media outlets
- Assist volunteer coordinator with volunteer recruitment and management
- Assist with warehouse inventory
- Assist in shipping/receiving and preparation of race materials
- Update post race surveys and create post race survey reports
- Race registration data entry and filing
- Answer phones and emails regarding race inquiries
- Assist race officials in various duties during race week (September 25 – October 3)

Intern Qualifications:

- Proficient in Microsoft Word, PowerPoint, Excel and Publisher
- Strong interpersonal, communication, and organizational skills
- Ability to learn quickly and multi-task
- Enjoy working in a fast paced environment
- Interest in event management
- Ability to lift at least 50 pounds
- A valid driver's license

How to Apply:

Please email a resume and cover letter to Danielle Puckerin at dpuckerin@usroadsports.com.

About US Road Sports & Entertainment Group:

US Road Sports & Entertainment Group, LP is a health and wellness company dedicated to the production of world-class endurance events. The mission of US Road Sports is to offer an unparalleled participant sports experience that showcases host communities and endures as a deeply valued local asset through events that are a part of the city's culture, identity and brand. For each participant, US Road Sports strives to offer events that allow participants of all skill levels the opportunity to improve their physical and mental health and accomplish life-altering goals while having fun. US Road Sports provides sponsors and municipalities highly effective exposure to help maximize their presence and message in the community. US Road Sports & Entertainment of Georgia, a division of US Road Sports manages the Georgia Marathon & Half Marathon and 13.1 Atlanta.