

Community Outreach Intern

Beyond Monumental

Beyond Monumental is seeking a dedicated college student searching for a unique fall semester internship experience in community outreach as the field relates to sport, event, and not-for-profit management. We are looking for a Community Outreach Intern to assist with developing and implementing a strategy for Team Monumental Kids, oversight of Monumental Kids Movement, assist with the implementation of the neighborhood notification process for the CNO Financial Indianapolis Monumental Marathon and assist with other responsibilities as assigned by the Executive Director, Community Outreach Manager and Beyond Monumental staff.

Responsibilities:

1. Team Monumental Kids

- a. Assist with development and implementation of Team Monumental Kids;
- b. Assist with communication strategy for Team Monumental Kids as instructed by Community Outreach Manager and Communications & Marketing Manager;
- c. Serve as point of contact for Team Monumental Kids during CNO Financial Indianapolis Monumental Marathon event weekend;

2. Monumental Kids Movement

- a. Assist with visiting Monumental Kids Movement programs;
- b. Meet and facilitate with Indianapolis Public Schools, MSD of Lawrence Township Schools, MSD of Wayne Townships Schools and other school liaisons;
- c. Work with IUPUI School Physical Education and Tourism Management liaison to manage Learning Community's service learning projects;

3. Neighborhood Notifications

- a. Assist with attending Neighborhood Association Meetings;
- b. Assist with identifying and communicating with locations of congregation along the CNO Financial Indianapolis Monumental Marathon course;
- c. Assist with developing and implementing a strategy for course beautification.

Requirements:

All eligible applicants must currently be enrolled in an undergraduate or graduate program with a minimum of 60 hours of course work completed before the start of the 2018 fall semester. Excellent oral and written communication skills; ability to manage several projects simultaneously; proficient in Microsoft Word, Excel, and Outlook; and a dedicated, energetic work ethic are required for the position. Interns must be prepared to perform physical labor, able to lift 50 pounds, work outside regardless of weather conditions and be able to provide their own transportation and computer.

Location:

The internship will take place at the Beyond Monumental office, 202 E. Market St., Indianapolis, IN. "Field Work" at Beyond Monumental will take place at various locations throughout Indianapolis.

Time Commitment & Compensation:

Candidates are expected to commit 10 to 20 hours per week throughout the internship, July 30th – November 30th. Participation and support of the Indianapolis Half Marathon, October 5th and 6th, and the CNO Financial Indianapolis Monumental Marathon event weekend is a necessity, November 1st – 3rd, 2018. Beyond Monumental realizes that candidates may have additional school and job constraints; these conflicts will be addressed on a case-by-case basis. Students will have flexibility in setting their in-office schedules. This is a volunteer position but is eligible for course credit (pre-approve with university representative and Beyond Monumental Executive Director).

Application Process:

To apply, please submit cover letter, resume, and three references via email to Casey Collins, Community Outreach Manager, at casey@beyondmonumental.org Please apply by Friday, April 20th, 2018.