

**INTERNSHIP OPPORTUNITY**  
**Communications & Participant Relations Intern**  
**Beyond Monumental**  
[www.beyondmonumental.org](http://www.beyondmonumental.org)

Beyond Monumental is seeking a dedicated college student searching for a unique fall semester internship experience in communications and participant relations as the fields relate to sport, event and not-for-profit management. The Communications & Participant Relations Intern will assist with preparing copy for marketing placements, participant newsletters, content for various social media channels, participant relations, registration coordination other responsibilities assigned by the Executive Director, Communications & Marketing Manager and Participant Relations Manager.

**Communications Responsibilities:**

1. Assist with preparing copy for marketing placements and event advertisements.
2. Assist with development of participant e-mail newsletters and communications on event website.
3. Assist with development/review of print material advertisements.
4. Prepare and seek out content for Facebook, Twitter, and Instagram communications
5. Serve as a "Social Media FAQ Liaison" on Race Weekend on Twitter/Facebook.
6. Other communications, marketing and event related duties as assigned by the Communications & Marketing Manager.

**Participant Relations Responsibilities:**

1. Assist with daily participant's registration and event inquires via email and phone.
2. Provide appropriate solutions and alternatives to participants within an acceptable timeframe; follow up to ensure resolution.
3. Coordinate with running clubs for registration needs and travel accommodations for the race events.
4. Assist coordination of hotel blocks for elites and pacers.
5. Assist with development of FAQs for volunteers in the registration, awards, or packet pick up area.
6. Assist with group pick-up preparation and communication, including Monumental Kids.
7. Other participant relations, registration coordination and event related duties as assigned by the Participant Relations Manager.

**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 2019 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 & Course Credit Opportunity:**

Candidates are expected to commit 10 to 20 hours per week throughout the internship, July 29<sup>th</sup> – November 29<sup>th</sup>. Participation and support of the Indy Half Marathon at Fort Ben, October 4<sup>th</sup> and 5<sup>th</sup>, and the CNO Financial Indianapolis Monumental Marathon event weekend is a necessity, November 7<sup>th</sup> – 9<sup>th</sup>, 2019. 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](mailto:casey@beyondmonumental.org)