



INTERNSHIP OPPORTUNITY – SUMMER 2024

Community Outreach, Volunteer & Event Operations Intern Beyond Monumental www.beyondmonumental.org

Beyond Monumental is seeking a dedicated college student searching for a summer internship in community outreach and event operations as it relates to sport, events, tourism, and not-for-profit management. We're looking for an intern to assist with the continued development and growth of our community outreach efforts, volunteer recruitment and event operations. This position will help to improve race operations and the volunteer experience before, during, and after our events. The intern will assist with volunteer recruitment, on-course entertainment recruitment and scheduling as well as warehouse management and other responsibilities as assigned.

Responsibilities:

- ☐ Help recruit volunteers, cheer groups, entertainment, and community/neighborhood groups for all fall events;
- ☐ Document recruiting efforts and update databases and dashboards to provide accurate and timely reporting;
- ☐ Help coordinate volunteer and on-course entertainment scheduling and communicate event details to confirmed individuals and groups;
- ☐ Assist with development of FAQs and training resources for event volunteers and on-course entertainment;
- ☐ Assist with warehouse operations including shipping and receiving, inventory management, staging event equipment and supplies, organizing signage, etc.;
- ☐ Other duties as assigned.

Requirements:

All eligible applicants must currently be enrolled in an undergraduate or graduate program. Excellent oral and written communication skills; ability to manage several projects simultaneously; proficient in Microsoft Office; and a dedicated, energetic work ethic are required for the position. The ideal candidate is a self-starter, prepared to handle a wide range of duties. 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 in a hybrid setting, both in-person with the Beyond Monumental staff and remotely. "Field Work" at Beyond Monumental will take place at various locations in Indianapolis.

Time Commitment & Compensation:

- ☐ Candidates are expected to commit to 20-40 hrs./week for 10-12 weeks (actual start and end dates are flexible and will be determined at a later date).
- ☐ On-site participation at the following events is required:
 - Indianapolis 5K & Monumental Mile; June 22, 2024



- ☐ Beyond Monumental recognizes that candidates may have additional school and/ job constraints;
- ☐ Students will have some flexibility in setting their work schedules.
- ☐ This is a paid, hourly position; students are also eligible for course credit (pre-approve with university representative and Beyond Monumental).

Application Process:

To apply, please submit cover letter, resume, and three references via email to careers@beyondmonumental.org.