



## **INTERSHIP OPPORTUNITY – SUMMER 2024**

### **Programs & Events Intern**

Beyond Monumental

Beyond Monumental plans and executes three signature running events in the greater Indianapolis area (the CNO Financial Indianapolis Monumental Marathon, the Indy Half Marathon at Fort Ben and the Monumental Mile), as well as a youth health and wellness program (Apex Benefits Monumental Kids Movement), and is searching for an energetic, passionate new team member with a desire to positively impact health and wellness in Central Indiana.

Beyond Monumental is seeking a summer intern to assist with programming, planning and execution of our signature programs and events.

### **Responsibilities:**

#### **Apex Benefits Monumental Kids Movement Program**

- ☐ Facilitate the recruitment and management of the Apex Benefits Monumental Kids Movement (MKM) and its activities:
  - Serve as the day-to-day contact for MKM stakeholders
- ☐ Work with key stakeholders to coordinate and build curriculum to keep up to date on state and district standards;
- ☐ Coordinate work assignments to keep program on schedule, and functioning smoothly;
- ☐ Contribute to program communications, media relations, social media, etc.;
- ☐ Schedule and organize program-related meetings and events;
- ☐ Create and maintain program records, reports, presentations, and proposals;
- ☐ Support program growth and development.

#### **Participant Programs**

- ☐ Assist with recruiting, clubs, ambassadors and Run-for-a-Cause participants;
- ☐ Assist with Monumental Corporate Cup recruitment;
  - Partner with Participant Relations Coordinator to plan and host registration drives and recruiting materials
- ☐ Assist with 'Run for a Cause' (Beyond Monumental's non-profit, participation-based fundraising program)

#### **Events**

- ☐ Assist with all event preparation and various operations/logistics as needed.

### **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 on event weekend and all related preparations. 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 throughout Indianapolis.



**Time Commitment & Compensation:**

- ☐ Candidates are expected to commit 25-40 hours per week for 10-12 weeks.
- ☐ On-site participation at the following events is required:
  - Indianapolis 5K & Monumental Mile: June 22, 2024
- ☐ 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 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 and resume via email to [careers@beyondmonumental.org](mailto:careers@beyondmonumental.org).