



## **INTERNSHIP OPPORTUNITY – FALL 2025 - 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**

- ☐ Contribute to program communications, media relations, social media, etc.;
- ☐ Create and maintain program records, reports, presentations, and proposals;
- ☐ Support program growth and development.
- ☐ Support the Programs Manager with logistics leading up to the Apex Benefits Monumental Kids Movement 5K presented by Indiana University Indianapolis

#### **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)
- ☐ Assist with the implementation of the Monumental Yard Party program

#### **Events**

- ☐ Assist with all event preparation and various operations/logistics as needed.
- ☐ Assist with warehouse operations including shipping and receiving, inventory management, staging event equipment and supplies, organizing signage, etc.;
- ☐ Other duties as assigned.
- ☐ On-site participation at the following events is required:
  - **Apex Benefits Monumental Kids Movement 5K presented by Indiana University Indianapolis - Saturday September 20**
  - **Indy Half Marathon at Fort Ben - Friday October 3 - Saturday October 4**
  - **CNO Financial Indianapolis Monumental Marathon - Thursday November 6 - Saturday November 8**

### **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 15-20 hours per week for 10-12 weeks. 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).