



Project Management Intern – Job Description

Updated: January 19, 2022

- Job Description:** Assist with projects associated with the Akron Marathon Race Series events including: office assistance & project assistance
- Requirements:** Position involves various aspects of event planning. Candidate should have the ability to prioritize and perform multiple tasks, as well as possess strong organizational skills. Due to the nature of internship, additional/extended hours may be required as needed. *Candidate must be available to work all three race series event dates: June 24-25, August 12-13, September 22-24 and must be available to work through the month of September.
- Location:** Akron, OH
- Internship dates:** May 1, 2022, through October 1, 2022
- Duration:** 22 weeks
- Hours per week:** 15-20 (approximate)
- Compensation:** \$15/hour
- Responsibilities:**
- Daily Duties*
 - Serve as assistance to office staff
 - Check & respond to personal email
 - Office Support*
 - Assist in various race related projects
 - Assist in updating planning documents
 - Event Support*
 - Attend meetings and shadow staff
 - Organize/maintain files
 - Manage projects, conduct research
 - Assist in errands, as needed
 - Race Week Tasks*
 - Assist with supply pickup and delivery
 - Assist with organizing and staging events
- Application process:** Email cover letter and resume to Anne Bitong, President & CEO at abitong@akronmarathon.org. Interviews will be scheduled with qualified candidates.