



Job Title: Intern

Updated: 02/08/2023

Reports to: Carrie Washnock, VP of Customer Success

Work Location: Akron Marathon Charitable Corporation, 155 E Voris Street, Akron OH 44311

Job Type: Part-Time/Seasonal- May 1, 2023 – October 6, 2023

Summary: An internship with the Akron Marathon will provide a well-rounded experience of assisting with the many tasks and details behind putting on large scale sporting event.

- **Daily Duties:**
 - Assist staff in answering telephones & directing calls
 - Check & respond to email
 - Project management
- **Office Support**
 - Assist in administrative and clerical support
 - Assist in large mailers
 - Data entry and reporting
- **Event Support**
 - Assist/coordinate projects such as course entertainment, block parties, water stations, vintage merchandise, etc.
 - Assist in sourcing supplies, placing orders, and the picking-up, organizing, and delivering of equipment and supplies
 - Assist in volunteer recruitment
 - Assist in bib prep, mailing
 - Assemble race weekend information binders
 - Assist in organizing race weekend uniform & credential pick-up
 - Errands as needed
- **Special Projects**
 - Spearhead independent special projects as needed
- **Requirements:**
 - Experience with Microsoft Office 365 & Google platforms
 - Strong communication abilities
 - Time management and critical thinking skills
 - Required to work evening hours and weekends during race related events

Schedule:

15-20 hours / week with longer hours during race weekends.

To Apply:

Interested and qualified candidates should email resume to info@akronmarathon.org