

Flying Pig Marathon Internship Program

The Flying Pig Marathon will be hiring between 8-12 interns for the 2019 Spring Semester from January through the end of May.

Positions available (see next page for detailed description):

Administration/Registration	Volunteer Coordinator
Project Management	Kid's Marathon Program/Nutrition
Sales and Business Development	Operations (2 positions)
Sales and Marketing	Post Race Events/Charity Coordinator
Digital/Social Media (2-3 positions)	

Experience/skills needed:

- Problem solving
- Accept change and last minute needs or decisions
- Willingness to accept new tasks, big or small
- Team oriented
- Strong work ethic
- Strong communication skills
- Interest in event or sports/running industry

Commitment (January 8 - May 31): Attendance at all staff meetings on Tuesdays, 10:00 am – 12:00pm from January - May. Flexible working hours and exclusive availability on Race Week (April 29-May 5) and Bockfest 5K Weekend (March 1-2). Additional office hours to be determined based on organization's needs and individual schedules. Extra hours required during the week of April 29 and after race weekend May 6-10. At least six Saturday morning commitments from January-April during the internship are also required.

Compensation: All positions will receive a monthly stipend, amount to be determined. We encourage candidates to be a part of a school certified internship program (but not required).

Interested and qualified candidates should send a resume and cover letter to Nikki Broughton at the Cincinnati Flying Pig Marathon by November 14, 2018. Please include your first, second, and third choice of position for which you would like to be considered. nikki@flyingpigmarathon.com

Cincinnati Flying Pig Marathon
Nikki Broughton
Project Manager
644 Linn Street, Suite 626
Cincinnati, OH 45203
Phone 513.721.7447

INTERNSHIP JOB DESCRIPTIONS-

PLEASE HAVE THREE IN MIND WHEN APPLYING

Administration/Registration Intern:

Job Description-

- General office duties
- Assist in updating registration database, including participant edits, and maintaining registration lists of various groups
- Assist with set up of Registration Area of P&G Health and Fitness Expo, and assist with packet pick up and registration troubleshooting
- Assist with tear down at the end of P&G Health and Fitness Expo
- Other duties as assigned

Job Requirements-

- Willing and able to communicate regularly and professionally on the phone, via email, and cell phone with participants, volunteers and staff members.
- Have excellent organization skills and enjoy paying attention to details.
- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.
- Proficient computer skills.

Project Management Intern:

Job Description-

- Solicit companies for participation in Virtual Race Bag, Health & Fitness Expo and other initiatives
- Communicate with vendors and provide information updates prior to our event (invoices, receipts, final instructions, etc.)
- Be available to vendors during our Expo to assist with any questions/problems during set-up and tear-down
- Assist with the Flying Pig Marathon app and other initiatives, including our Ambassador Program
- Help with sponsorship recaps and age-group awards immediately following race weekend.
- Other duties as assigned

Job Requirements-

- Willing and able to communicate regularly and professionally on the phone, via email, and cell phone with participants, vendors, volunteers and staff members.
- Have excellent organization skills and attention to detail
- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.
- Proficient computer skills.

Sales and Business Development Intern:

Job Description-

- Assist Sales Managers in day to day tasks
- Research and develop sales tactics for Course Experience sponsorships, Mile Sponsorships, and Local Retail "Piggy Backers"

- Recruit and sell Mile Sponsorship packages and Piggy Backer packages
- Flying Pig Weekend- assist in all aspects, mainly at the Health and Fitness Expo
- Assist on Team Wellness Program and speaker's bureau, helping to schedule and organize appearances
- Assist with strategic research & development for sales team
- Help with Sponsor Recaps

Job Requirements-

- Willing and able to communicate regularly and professionally on the phone, via email, and cell phone with participants, vendors, volunteers and staff members.
- Have excellent organization and communication skills, must also be hard working, outgoing, and have proficient computer skills.
- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.

Sales & Marketing Intern:

Job Description-

- Assist Sales Manager in day to day tasks
- Research and develop sales tactics for Course Experience sponsorships, Mile Sponsorships, etc.
- Assist with fulfillment of sponsorship benefits
- Flying Pig Weekend- assist in all aspects, mainly at the Health and Fitness Expo and Post-Race Parties
- Research marketing & advertising opportunities and assist with marketing initiatives
- Assist with Sponsor Recaps
- Assist with charitable donation requests

Job Requirements-

- Willing and able to communicate regularly and professionally on the phone, via email, and cell phone with participants, sponsors, vendors, volunteers and staff members.
- Have excellent organizational and communication skills, must also be hard working, outgoing, and have proficient computer skills.
- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.

Digital/Social Media Intern:

Job Description-

- Monitor and respond to all messages, comments and posts within social media channels with assistance from the Digital Marketing Manager
- Suggest new ways to attract prospective customers; including promotions, giveaways, etc.
- Assist with all email marketing campaigns and initiatives
- Work with sales team to develop creative ways to involve and promote race sponsors via social media outlets
- Assist with copywriting for all social media calendars

Job Requirements-

- Willing and able to communicate regularly and professionally on the phone, via email, and cell phone with participants, vendors, volunteers and staff members.
- Have excellent organization skills and attention to detail.

- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.
- Willingness to attend all events for live social media coverage.
- Photography/videography skills a plus.
- Graphic designs skills a plus.
- Proficient computer skills.

Volunteer Coordinator Intern:

Job Description-

- Volunteer Coordinator intern will assist the volunteer coordinator in the planning and organization of the volunteers and their race day duties.
- They will be responsible for confirming key logistical items and details for all volunteer assignments and updating related documents
- Will be asked to learn the volunteer registration system and communicate to key volunteers
- Coordinate on-course volunteer groups
- Other office duties
- The job will include physical labor, especially the week of the race.

Job Requirements-

- Volunteer coordinator interns need to be willing to accept tasks, organized, attentive to detail, willing to work independently and flexible to changing demands and deadlines.
- Volunteer coordinator intern must have a positive and professional attitude and willing to communicate regularly through email and in person.

Kids' Marathon Program/Nutrition Intern:

Job Description-

- Assist Youth Program Coordinator in the planning and execution of all Flying Pig wellness initiatives including: senior incremental program, Kids' Marathon 26th Mile, Fly Up to the 5K and the High School Scholarship.
- Help create and distribute the "Hog Log" (fitness tracker) and other materials
- Make site visits to kids' programs and schools in the community, promoting the Flying Pig's health and wellness initiatives
- Discuss the benefits of exercise, goal setting and promotion of healthy behaviors through the completion of Flying Pig programs with youth groups
- Assist with lesson plans and the creation of youth group activities as it relates to the incremental programs
- Help with execution of Kids' Marathon events during race weekend.

Job Requirements-

- Youth Program/Nutrition Intern needs to be organized, outgoing, willing to work with kids, willing to work independently and be flexible to changing demands and deadlines.
- Strong oral communication skills with people of all ages and abilities
- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem
- Interest in nutrition, health and fitness is not required, but highly encouraged

Operations Intern:

Job Description-

- Assist with building out the operations production schedule, ensuring the course is marked correctly and additional planning related to course development.
- They will be responsible for contacting and confirming key logistical items including fluid station locations and community partners along the race route.
- Schedule and lead interns in preparing race supplies
- Work alongside the operations team to execute nine races on marathon weekend consisting of 40,000 participants over 40+ miles.
- The job will include physical labor, especially the week of the race.

Job Requirements-

- Operations interns need to be organized, attentive to detail, willing to work independently and flexible to changing demands and deadlines.

Post Race Events/Charity Coordinator Intern:

Job Description-

- Assist in managing Charity Program through effective and regular communication with all charity organizations in the Partner, Associate, Volunteer and Raffle levels.
- Coordinate Piggst Raffle Ever by managing monitoring charity applications, contest database, and on site management of the final contest winners.
- Assist in vendor/sponsor/charity coordination, site layout and event management of Post Race area prior to and inclusive of Friday night's Little Kings Mile and the entire Flying Pig weekend.

Job Requirements-

- Willing and able to communicate regularly and professionally on the phone, via email and text with charity organizations, vendors, volunteers and staff members.
- Have excellent organization skills and enjoy paying attention to details.
- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.