

College Internship / Co-Op

Job description:

A college intern / co-op team member may assist with all aspects of event planning, execution, management, and marketing.

An intern / co-op team member works well under pressure, is a quick learner, can multitask and problem solve, and works well on a team. Flexibility and reliability are extremely important. An intern / co-op team member must have weekend availability as well as weekday availability (depending upon tasks), be comfortable working outside in all weather environments, and have reliable transportation to and from race sites.

Responsibilities (dependent upon interests):

- Event timing
- Measuring courses
- Setting out race signage on event day
- Cleaning up the course
- Assisting the lead/assistant timer with race day support
- Race week preparation and equipment organization
- Marketing and promoting events
- Other duties as required

Education and Experience:

- College education in marketing, event management, communication, or related field, or an equivalent combination of education, training, and expertise.
- Knowledge of and experience in the event management industry
- Participation in timed athletic events
- Excellent oral and written communication skills
- Experience working in fast paced environments
- Strong computer skills
- Well connected on various social media platforms
- Demonstrated commitment to an overall healthy lifestyle

Job Type: part time

Compensation: Possible college credit and income, dependent upon tasks

Job location: Primarily in the Dayton area, though travel outside of this area may be requested.

We have an open application process and welcome inquiries for qualified candidates. If you are interested in joining our team, please send an email to aneesa@keysports.net and anthony@keysports.net with your resume and a cover letter that highlights your experience and interest. When we've received your email, we will reply with a confirmation of receipt.