



## **Flying Pig Marathon Internship Program**

*The Flying Pig Marathon is in need of 8-10 interns for the 2024 Spring Semester from January through the end of May.*

### **Positions available (see next page for detailed description):**

Administration/Registration  
Digital/Social Media  
Operations  
Post Race Events/Charity Coordinator  
Project Management  
Sales/Fulfillment  
Volunteer Coordinator  
Youth Program/Nutrition

### **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<sup>th</sup> – May 31<sup>st</sup>)**

- Attendance at all staff meetings on Tuesdays, 10:00 am – 12:00 pm from January to May.
- Exclusive availability for the Bockfest 5K: DATE TBD.
- Exclusive availability for Flying Pig Marathon Weekend: May 3<sup>rd</sup> – 5<sup>th</sup>, 2024.
- Office hours to be determined based on the organization's needs and individual schedules and are typically between 10 and 30 hours per week.
- Weekend and evening hours will also be required throughout the internship.

**Compensation:** All positions will receive a monthly stipend. We require candidates to be a part of a school certified internship program.

**Interested and qualified candidates should email a resume and cover letter to Kyra George at Pig Works no later than November 30<sup>th</sup>, 2023. Please include your first, second, and third choice of position for which you would like to be considered.**

Kyra George  
**Kyra@flyingpigmarathon.com**  
Cincinnati Flying Pig Marathon  
644 Linn Street, Suite 802  
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 for all events.
- 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 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.

### **Digital/Social Media Intern:**

#### **Job Description-**

- Collaborate with the Pig Works Team to ensure social media content is aligned with the appropriate event brands aesthetic, identity and messaging.
- Develop and execute social media for various platforms with guidance from the Marketing and Social Media Manager. Social platforms will include Instagram, Facebook, Twitter, and LinkedIn.
- Participate in brainstorming, content ideation and team meetings.

- Research current social media trends and suggest new ways to engage with participants and prospective participants.
- Assist with email marketing campaigns and initiatives.
- Work with Sponsorship Team to develop creative ways to involve and promote race sponsors via social media outlets.
- Create and assist with maintaining editorial calendars.
- Other duties as assigned.

### **Job Requirements-**

- Must be currently enrolled in a college or graduate degree program.
- Strong creative and communication skills.
- Familiarity with social media platforms.
- Ability to work within deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.
- Willingness to attend events.
- Proficient computer skills.
- Design skills required, photography/videography skills a plus.

## **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 and Raffle levels.
- Coordinate Piggst Raffle Ever by managing monitoring charity applications, contest database, and on-site management of the final contest winners.
- Assist with charitable donation requests
- Assist in vendor/sponsor/charity coordination, site layout and event management of the Post Race area prior to and inclusive of Friday night's Fifty West 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.

## **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/Fulfillment Intern:**

### **Job Description-**

- Assist Sales Manager in day-to-day tasks
- Research and develop sales tactics for the sales team
- Recruit and sell Course Experience sponsorships, Mile Sponsorships, etc.
- Assist with fulfillment of sponsorship benefits including sponsor recaps
- Research marketing & advertising opportunities and assist with marketing initiatives
- Work closely with sponsors and the social media team to promote sponsor related content mentions
- Assist with charitable donation requests
- Flying Pig Weekend – assist in all aspects, mainly at the Health and Fitness Expo and Post-Race Parties

### **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.

## **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 intern 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 be willing to communicate regularly through email and in person.

## **Youth Program/Nutrition Intern:**

### **Job Description-**

- Assist Youth Program Coordinator in the planning and execution of all youth Flying Pig wellness initiatives including, Kids' Marathon 26<sup>th</sup> Mile, Fly Up to the 5k and the High School Scholarship program.
- 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 Pigs' 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 programs.
- Help with execution of youth 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 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 youth fitness is not required, but highly encouraged.