



## **USRowing Events Department Internships**

**Application Deadline:** March 1, 2019

**Position:** Events Department – Summer Intern

**Location:** Princeton, N.J.

**Internship Dates:** May-August 2019. Intern must be available until the end of the USRowing Masters National Championships on August 19, 2019.

USRowing is offering two, paid internship positions in the Events Department during the summer of 2019.

### **Summary**

USRowing is a nonprofit membership organization recognized by the United States Olympic Committee as the national governing body for the sport of rowing in the United States.

The internship will run from May to August, and may include USRowing's summer national championship events, a regional championship event and national team selection events.

### **Areas of responsibility may include, but are not limited to:**

- Coordinating volunteers
- Securing necessary equipment
- Completing on-site administrative work
- Coordinating and managing USRowing event supply inventory
- Maintaining USRowing's event trophy collection and online trophy database
- Troubleshooting issues that may arise during the course of an event
- Executing marketing initiatives to attract vendors and competitors
- Fulfilling event sponsor and vendor agreements
- Executing on-site branding and presentation tasks
- Coordinating award presentations
- Completing referee administrative tasks
- Supporting other members of the USRowing staff, as needed
- Other duties as assigned

### **Skills/Experience Needed:**

- Knowledge of rowing helpful, not mandatory
- Driven, self-motivated

- Teamwork
- Strong work ethic
- Initiative
- Problem-solving
- Organization
- Communication
- Proficiency in Microsoft Office programs
- Ability to lift 25 lbs.

Each intern will receive a stipend for the summer. Course credit is also available.

Please submit a cover letter and resume via email to James Rawson at [james.rawson@usrowing.org](mailto:james.rawson@usrowing.org).

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