



USRowing Membership Department Internship

Application Deadline: March 1, 2019

Position: Membership Department – Summer Intern

Location: Princeton, N.J.

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

Job Description

The primary objectives will be to assist the Membership Department with marketing initiatives, digitally archiving USRowing printed publications, database management, market research, event compliance, as well as development and implementation of new member programming.

Specific Objectives:

- Provide administrative support to Membership Department
- Develop and implement new marketing initiatives
- Maintain current membership database
- Provide staff support with membership event compliance both in office and onsite
- Create and conduct demographic and statistical reports on the membership
- Develop event marketing to aid with promotion of member benefits
- Support of other departments, such as the Events department, and other duties as assigned by the Director of Member Programs & Services or the Chief Domestic Officer

Candidate Profile:

- Possesses effective communication skills, both verbal & written
- Has strong computer skills including knowledge of Microsoft Office products (Word, Excel, etc)
- Enjoys teamwork
- Maintains positive attitude
- Ability to meet deadlines with little to no supervision
- Interest or background in marketing preferred, but not required

Applicants must have a willingness to travel and be available to work occasional evenings and weekends. Applicants must also secure housing and transportation to USRowing headquarters in Princeton, New Jersey. A stipend is available.

Email cover letter, resume, and references by March 1, 2019 to:

Traci Stocker
Director, Member Services & Programs

traci.stocker@usrowing.org

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