



Job Title: Peachtree Road Race Internship

Department: Human Resources

Reports to: Human Resources

Effective Date: May 14, 2023

Atlanta Track Club is a nonprofit committed to creating an active and healthy Atlanta. Through running and walking, Atlanta Track Club motivates, inspires and engages the community to enjoy a healthier lifestyle. With 30,000 members, Atlanta Track Club is the second largest running organization in the United States. In addition to the Atlanta Journal-Constitution Peachtree Road Race – the largest 10K running event in the world, the Publix Atlanta Marathon, PNC Atlanta 10 Miler and Invesco QQQ Thanksgiving Day Half Marathon, Atlanta Track Club directs more than 30 events annually. Through the support of its members and volunteers, Atlanta Track Club also maintains a number of community initiatives including organizing and promoting its Kilometer Kids youth running program to metro Atlanta youth.

Job Summary:

Atlanta Track Club is hiring a group of five (5) Interns to play mission critical roles on our business development, community outreach, events and marketing teams. These short-term, pivotal positions are ideal for organized self-starters who desire to sharpen their skills alongside dedicated leaders and professionals in a team oriented and community focused environment. ***These positions will begin early May 2022 and conclude the beginning of August 2022.***

Position Overview:

Throughout the internship, each intern will have responsibilities in one or more of the following areas:

- Business Development – Acts as a liaison between the events and business development teams. Will support sponsor areas, meadow area and Expo site at AJC Peachtree Road Race. Provides overall assistance with sponsorship communication and activation for events taking place during the internship.
- Marketing – Partners with public relations manager in driving strategic application of news and information for social marketing, driving strategic application of news and information for social growth, including social campaign development.
- Peachtree Health and Fitness Expo – Assists the expo coordinator in managing vendor relationships, logistics and Track Club merchandise sales for the AJC Peachtree Road Race Expo in July 2023.
- Community Outreach – Assists the director and coaches with In-Training for the AJC Peachtree Road Race, youth programs, members programs and charity execution.



- Events – Supports the event staff in multiple capacities with preparation for and execution of all events taking place during the internship.

Placement will be based on education, skills, experience, career goals and interests.

Duties and Responsibilities:

- Administrative duties including, but not limited to, acting as a point of contact for vendors, members and partners; meeting coordination; drafting communication; and expense tracking.
- Management of projects and tasks as required, including creating plans, tracking status and executing on responsibilities within projects.
- Representing Atlanta Track Club externally by ensuring all external communication is professional, timely and accurate.
- Supporting Atlanta Track Club events through pre- and post-event tasks, projects and event day responsibilities.
- Development of an operations manual outlining functions and procedures of role, including best practices, key contacts and troubleshooting procedures.
- Creation and presentation of an after action report summarizing experience.
- Other duties as assigned or requested.

Required Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Sound organizational skills and attention to detail.
- Excellent time management with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a fast-paced environment.
- Proficient with Microsoft Office Suite or related software.
- Strong people skills.
- Reliable transportation.
- Ability to work full workdays Monday – Friday, as well as evenings and weekends for events.

Education:

High School Seniors or college undergraduates

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer

Must be able to lift up to 25 pounds at times

Please send your cover letter and resume to careers@atlantatrackclub.org.