



Jerome Scales Summer 2020 Internship

In honor of Jerome Scales and in collaboration with the family's Big Rome Running Foundation, Atlanta Track Club will create a six week paid internship position May-July for student athletes interested in sports marketing and the event industry specifically with a personal connection to running. Atlanta Track Club is looking for minority candidates who are rising Atlanta Public School high school seniors or currently enrolled Georgia State University students from Atlanta who demonstrates strong student leadership, community service and successful high school track, field or cross country athlete with plans to participate in college.

Atlanta Track Club summer interns play mission critical roles on our business development, community outreach, events, and marketing teams. These short-term, intense 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. Other core requirements include flexibility, working well under pressure, multi-tasking, excellent written and verbal communication skills, and a track record of delivering on-time, quality work. A demonstrated commitment to running and physical fitness along with knowledge of the Atlanta Track Club, AJC Peachtree Road Race and the Atlanta running community is preferred. This 6 week, internship will enable intern to gain firsthand exposure to best practices for non-profit organizations, learn multiple aspects of large-scale event management, be trusted to represent Atlanta Track Club in the community and have the unique opportunity to interface with athletes at all levels. Intern will receive athletic footwear and apparel packages.

Position Overview:

Each intern will have responsibilities in one or more of the following areas. Placement will be based on education, skills and experience. Career goals and interests will also be considered.

- Business Development – Acts as a liaison between the Events and Business Development teams, supporting 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 in 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 July 2-3 AJC Peachtree Road Race Expo
- 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

Responsibilities Include:

- Administrative duties including but not limited to acting as a point of contact for vendors, members and partners, meeting coordination, drafting communication, expense tracking and other duties as requested
- 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 and respectful in tone, timely and accurate and always customer focused

- Supporting Atlanta Track Club events through pre- and post-event tasks and projects as well as 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

Minimum Job Qualifications:

- Pursuing a HS rising senior or college undergraduates
- Strong attention to detail; ability to effectively manage multiple projects and work under tight deadlines
- Proficiency in Microsoft Office
- Ability to work both independently on assigned projects and seek input (avoid assumptions) as needed
- Strong people skills, including a customer service attitude with every internal and external interaction
- Reliable car or transportation
- Ability to work 9-5 Monday – Friday, plus earlier and later as needed
- Ability to work the evenings and weekends at the following events:
 - May 5, 12, 19, 26, June 2, 9 and 16 – 5 p.m. – 8 p.m. at All Comers Track Meets
 - June 6 – 5 a.m. – 11 a.m. – Braves Country 5K presented by Mizuno Race
 - June 3 – 5 p.m. – 9 p.m. – All Metro Track & Field Banquet
 - June 30 - July 1 – 9 a.m. – 4 p.m. - AJC Peachtree Road Race and Expo Set Up
 - July 2-3 –10 a.m. – 8 p.m. – Peachtree Health & Fitness Expo and/or Peachtree Junior events at Piedmont Park and Expo
 - July 4 – 5 a.m. – 12 p.m. – AJC Peachtree Road Race

About Atlanta Track Club

Atlanta Track Club is a member-based nonprofit centered around running. It delivers world-class events, training programs, and community outreach activities to the metropolitan Atlanta area. With more than 34,000 members, Atlanta Track Club is the second largest running organization in the United States. In addition to the AJC Peachtree Road Race – the largest 10K running event in the world, the PNC Atlanta 10 Miler, Publix Atlanta Marathon and the Invesco QQQ Thanksgiving Day Half Marathon and 5K, Atlanta Track Club directs more than 40 events per year. Through the support of its members and volunteers, Atlanta Track Club also maintains a number of community initiatives including organizing and promoting the Kilometer Kids youth running program to metro Atlanta youth, and honoring high school cross country and track and field athletes through Atlanta Track Club’s Powerade All-Metro Banquets.

To apply, please send a resume and cover letter to careers@atlantatrackclub.org