

## **Events Internships-Summer 2012- USRowing (Princeton, NJ)**

USRowing is offering two paid internship positions in the Events Department during the summer of 2012.

### **Background:**

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 will include USRowing's four 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
- Trouble-shooting issues that may arise during the course of an event
- Executing marketing initiatives to attract vendors and competitors
- Fulfilling event sponsor and vendor agreements
- Execute on-site branding and presentation tasks
- Coordinate award presentations
- Support other members of the USRowing staff as needed

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

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

### **Compensation:**

Both interns will receive a \$2,000 stipend for the summer. Course credit is also available.

Please submit a cover letter and resume via email to [alvin@usrowing.org](mailto:alvin@usrowing.org).

**Deadline for application: March 16, 2012**