

## **USRowing Membership 2012 Internship**

**Application Deadline:** March 16, 2012

**Position:** Membership Department – Summer Intern

**Job Description:** The primary objectives will be to assist the Membership Department with marketing initiatives, database management, market research, event compliance, as well as, development and implementation of new member programming.

**Internship Dates:** May – August, 2012

### **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
- Create and conduct demographic and statistical reports on the membership
- Develop event marketing to aid with promotion of member benefits
- Other duties as assigned by the Membership Manager

### **Candidate Profile:**

- Distinguished organizational skills
- Excellent communication skills
- Superior people skills
- Strong computer skills
- Ability to meet deadlines with little to no supervision
- Interest or background in marketing preferred, but not required

Applicant must be available to work occasional evenings and weekends, as well as, a willingness to travel. A stipend is available. Applications must secure housing and transportation to USRowing headquarters in Princeton, NJ. Please mail or e-mail cover letter, resume, and references by March 16, 2012 to:

Alison Pollini  
pollini@usrowing.org  
Membership Marketing and Database Manager  
2 Wall Street  
Princeton, New Jersey 08540  
(609) 751-0703