



## Intern Opportunities

The Houston Marathon Committee (HMC) is a non-profit organization that plans a multi-race running event. The HMC annually organizes the nation's premier winter marathon, half-marathon, and 5K. Over 250,000 participants, volunteers, and spectators make Race Day the largest single-day sporting event in Houston. Race weekend generates over \$50 million in economic impact for the region annually.

The Houston Marathon Foundation (HMF) is a fast-growing community organization that has invested nearly one million dollars into the greater Houston community while aiding in the development of elite US distance runners. The demand for more running-related and community improvement programs, non-profit support, community outreach and elite athlete running needs is increasing each year.

The Houston Marathon Committee and the Houston Marathon Foundation are currently seeking part-time interns to aid in the organizations' day-to-day needs, event management, processes and implementation of our community programs, and to gain insight and experience in the competitive sports industry.

Internships are part-time positions offering on average of 20 hours per week with some seasonal fluctuation. The majority of the work will be done in the HMC/HMF office with some out-of-office support required on nights and weekends during race weekend and other events.

The purpose of the internship is to provide valuable experience in the sports and non-profit fields while contributing to the overall needs of the organizations. HMC and HMF interns are provided with tools and experience in the sports industry that will benefit them in all areas of future careers. Interns will be trained under the guidance of experienced managers and volunteers on critical teams within the Houston Marathon Committee.

### Requirements:

- Friendly and personable demeanor
- Excellent oral and written communication skills
- Hard-working and motivated to succeed
- Strong computer skills and knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Ability to problem-solve and take initiative
- Proficiency with working independently on projects
- Ability to work some evenings and weekends
- General understanding and interest in running as a sport is a plus



The Houston Marathon Committee and Houston Marathon Foundation are comprised of several different departments. Interns will be assigned to one main functional area, with the expectation that work and collaboration with other departments may be assigned to accomplish institutional goals.

**Functional Areas:**

- Accommodations
- Community Development and Youth Initiatives
- Course Operations
- Elite Athletes
- EXPO Planning and Management
- Finance and Office Administration
- Graphic Design
- Legal Affairs
- Marketing, Communications and Media Relations
- Participant Services and Race Results
- Run for a Reason Charity Program
- Special Events and VIPS
- Sponsors and Business Development
- Venue Operations
- Volunteer Management

**Internship Benefits:**

- Class credit and/or real-life work experience
- Opportunities for employment depending on availability and performance
- Ownership of functional/event areas while managing projects from inception to completion
- Opportunities to view and/or work with other functional areas
- Exclusive committee merchandise
- Connections and networking opportunities in the sports industry

**Contact Us:**

Interested applicants should fill out the Houston Marathon Committee Intern Interest Form, which is located here: <https://houstonmarathon.wufoo.com/forms/intern-interest-form/>