



Intern, Participant Services

reports to the Director, Participant Services

This includes a list of general duties for the internship reporting to the Participant Services Director. This position is for immediate hire.

The following list is not exhaustive. More opportunities may become available throughout the year.

Job Description & Responsibilities

Runner Services

- Coordinate Runner Services committee meetings and ensure committee contact information is up to date
- Organize and distribute Runner Services committee merchandise
- Follow-up with sponsor Captains to ensure all volunteer jobs have been filled
- Pre-race Committee Meeting: coordinate volunteer instructions, credentials, volunteer merchandise
- Assist with race bibs and prepare runner packets for distribution: including labels, boxes, materials, etc.
- Maintain runner database and compile runner data for reporting purposes
- Correspond with participants regarding deadlines and updates about upcoming race

Other Projects

- Assist in developing guidelines and training "Ask Me Brigade" for EXPO
- Assist with hotel reservations for staff, sponsors and Board of Directors
- Coordinate with Pace Team Captains and assist with planning for race day
- Perform general office support tasks such as answering telephones and emails

Race Week

- Execute various aspects of Race Weekend
- Available at the George R. Brown Convention Center throughout race week (January 16 – 20, 2019)
 - Preferred availability January 17 – 19th

Qualifications

- Event management experience is a plus
- Excellent written and verbal communications
- Familiar with Microsoft Office, including Outlook, Word, Excel and PowerPoint
- Detail-oriented, organized and self-motivated
- Leadership through knowledge, commitment and communication
- Committed to excellence and customer service
- Passionate about learning and innovating
- Problem-solver, cool under pressure

About the Houston Marathon Committee

The Houston Marathon Committee hosts the city's largest single-day sporting event—an annual road race with more than 30,000 participants. The Committee is a 501(c)4 not-for-profit organization with a full-time staff of thirteen employees, and a group of more than 150 volunteer committee members who make race day possible. As a Houston Marathon intern, you'll be an integral part of this team.

Contact:

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