Spring/Summer Internships

Atlanta Track Club is hiring up to six (6) interns as part of its annual Peachtree Intern program. From early May through mid-July, interns play mission critical roles on Atlanta Track Club’s business development, community outreach, events, and marketing teams. These short-term, intense positions are ideal for organized self-starters who desire to learn about the workings of a sports-focused, non-profit. 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. These 6 week, unpaid internships will enable interns to gain firsthand exposure to best practices of Atlanta Track Club, 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 members, participants and leadership at all levels. Interns 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 educational background, career goals, skills and experience.

- Community Relations & Development – Acts as a liaison between the Events and Community Relations & Development Departments, supporting fundraising and charity program execution.
- Sponsor Relations - Provides overall assistance with sponsorship communication and activation for events taking place during the internship.
- Marketing – Partners with public relations manager in driving strategic application of news and information for social growth, including social campaign development.
- Publix Peachtree Health & Fitness Expo – Assists the Events Department in managing vendor relationships, logistics and expo.
- High Performance – Assists the director and coaches with In-Training for Peachtree and youth programs.
- Events – Supports the event staff in multiple capacities with preparation for and execution of all events taking place during the internship.

Responsibilities Include:

- Administrative tasks include but are 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
- Opportunity to work at Cross Country Camp for middle and high school students.
- Creation and presentation of an after-action report summarizing experience
- Other duties as assigned or requested
Minimum Job Qualifications:

- A High School rising senior or college undergraduate
- 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
- Ability to work 9-5 Monday – Friday, plus earlier and later as needed
- Ability to work evening and weekend events

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 30,000 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 Bank Atlanta 10 Miler, Publix Atlanta Marathon and the Invesco Thanksgiving Day Half Marathon and 5K, Atlanta Track Club directs more than 30 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 All-Metro Banquets.

Send resume and cover letter to careers@atlantatrackclub.org