

Sustainability Internship *Grandma's Marathon*



DESCRIPTION

Grandma's Marathon-Duluth, Inc. is looking for a Sustainability intern to join the organization in support of the 2023 Grandma's Marathon Weekend and other annual events.

This part-time position provides hands-on experience in special event, communications, sustainability planning in the areas of waste management, carbon emissions data collection and reduction efforts, and transportation. The position is flexible and can include other areas depending on skill set and interest.

Intern will contribute to organizing a leading United States marathon and one of the region's largest events, which sees over 20,000 weekend participants and has a \$20.6 million annual economic impact. All interns will report to the Program Director but may work with all members of the Grandma's Marathon staff as needed.

RESPONSIBILITIES

- Plan and execute sustainability expo booth at Essentia Health and Fitness expo Grandma's Marathon Weekend.
- Recruit and manage volunteers for Grandma's Marathon Weekend Sustainability efforts and smaller events throughout the year
- Create documentation for organization to receive certification from Council for Responsible Sport
- Create communication plan for runners, volunteers and community members on how to participate in our sustainability efforts
- Create plan to promote sustainable transportation options for race weekend participants
- Inventory carbon emissions from events and identify opportunities
- Help identify new initiatives that can be implemented
- Oversee waste collection, recycling, and upcycling of event materials
- Provide day-to-day office support of Grandma's Marathon operations and programs

REQUIREMENTS

- Excellent interpersonal, written, and verbal communication skills (*juniors or seniors seeking degree in related field are preferred*)
- Strong interest in sustainability, climate change and environmental justice issues
- Able to adapt and prioritize in fast-paced work environment while maintaining a strong attention to detail
- Represent Grandma's Marathon in a positive manner at all times

SCHEDULE

- 6-8 hours/week, Mon-Fri (mutually agreed upon schedule), March – end of June
- Additional and evening/weekend hours around key events and planning meetings, including increased hours in the lead-up to Grandma's Marathon Weekend in June

The following are required event dates for this position:

Saint Fennessy 4K – March 18, 2023

Fitger's 5K – April 15, 2023

Grandma's Marathon Weekend – June 15-18, 2023

Park Point 5-Miler – July 13, 2023

COMPENSATION

Interns will be paid \$12/hour for their time worked.

HOW TO APPLY

For those interested, please submit a resume and brief letter of interest to Program Director Alivia Nelson via email at alivia@grandmasmarathon.com **no later than January 31, 2023.**