Title: Events Department - Summer Intern(s)  
Reports to: Director of Events  
Posting Date: February 28, 2022  
Location: Remote with strong preference to Pennsylvania, New Jersey or New York Area / Must be willing to travel  
Internship Dates: Late May – Late August (Dates TBD)  
Application Deadline: March 18, 2022  

USRowing  
USRowing is a nonprofit organization recognized by the United States Olympic and Paralympic Committee as the national governing body for the sport of rowing in the United States. USRowing selects, trains, and manages the teams that represent the U.S. in international competition.  
The organization serves multiple constituencies including novice learn-to-rowers, parents of rowers, masters rowers, adaptive rowers, collegiate rowers, indoor rowers and, most recently, coastal rowers.  
We are focused on growing diversity, equity, and inclusion within the sport of rowing on a national scale, on increasing support for our national team programs, and providing additional benefits and value to our membership (approximately 80,000 individuals) and clubs.  

What We Offer  
USRowing is offering two (2), paid internship positions in the Events Department, during the summer of 2022. A summer internship with the USRowing Events Department will provide valuable experience in regatta policy making, project management, vendor organization, customer service and engagement, and much more. Join us for a summer on the road, traveling to regional national championships across the United States and hosting the country’s premier rowing events. From valuable hands-on skills to contributing to planning meetings and helping crown national champions, we look forward to having you on our team and learning all about the work we do.  

Responsibilities:  

- Collaborate with the Events Team on how to effectively host the country’s premier rowing events, while developing the new ‘USRowing Standard’ of regattas.  
- Manage special projects at events such as the Youth National Championships Graduation Ceremony, College Fair, and more.  
- Execute on-site branding and signage at all events.  
- Coordinate and assist in managing USRowing’s event supply inventory.
• Complete referee, vendor, and other third-party administrative tasks.
• Assist in the set-up of the venue when traveling to USRowing events.
• Develop and manage event award ceremonies.
• Other duties as assigned.

Qualifications
• Interest in pursuing a sport management, business management, hospitality, or a related field.
• Excellent organizational skills with fine attention to detail.
• Proficient knowledge of Microsoft 365.
• Effective communication and interpersonal skills.
• Ability to work creatively in fast-paced environments.
• Elevated level of enthusiasm and a strong work ethic.
• Able to lift 50 lbs.
• Ability to travel in Summer 2022.

USRowing Values

USRowing is committed to the following values to fulfill its mission and achieve its priorities:

CULTURE OF MUTUAL RESPECT. Foster an inclusive culture honoring the rights, views, and inherent value of others, treating all with dignity and courtesy.

PROFESSIONALISM. Develop and share expertise, act effectively and efficiently, and be responsive and reliable, honoring all pledges and promises in a timely and trustworthy manner.

SAFETY. Be constantly mindful of safety on and off the water, taking proactive measures to prevent injury, abuse, or other harm, and help others both within USRowing and among member organizations.

INTEGRITY. Have the courage to choose what is right, adhere to the mission and practice our values rather than merely profess them. Employ the highest ethical standards, demonstrating honesty and fairness in every action we take.

FAIR COMPETITION. Commit to upholding the integrity of sport to ensure a level playing field devoid of doping, cheating or other forms of unfair advantage.

TEAMWORK. Work collaboratively and assume positive intent; support each other to combine individual strengths while keeping an eye on the greater good.

ENJOYMENT IN ALL ASPECTS OF SPORT. Create opportunities for involvement that promote a positive experience and lifelong love for rowing for all.

A rowing background is preferred, but not required. Each intern will receive a stipend for the summer. Course credit is also available. Candidates should send a Resume, Cover Letter, and two
(2) Professional References to Sarah McAuliffe at sarah.mcauliffe@usrowing.org with Events Internship in the subject line. The deadline for application is March 18, 2022. Please no phone inquiries. Review of resumes will begin immediately.

USRowing is proud to be an Equal Employment Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We are committed to growing diversity, equity, and inclusion in the sport of rowing and believe that works begins in our own space. We believe diversity makes us stronger and encourage individuals with diverse backgrounds and life experiences to apply to join our team.