



## Special Events JOB DESCRIPTION

**Title:** Special Events Intern

**Reports to:** Program & Volunteer Coordinator

### **Organization Description:**

Girls on the Run-Chicago (GOTRC) is a non-profit (501(c)(3), community-based program that uses the power of running to educate and inspire girls for a lifetime of self-respect and healthy living. Founded by five area women in 1999, GOTR-Chicago now has more than 300 volunteer coaches who mentor nearly 2,000 young girls (ages 8-12) in after-school sessions that combine training for a 5K running event with self-esteem enhancing, uplifting lessons. GOTR-Chicago sessions integrate specific life-skills training such as healthy decision-making, dealing with bullies, contributing to the community, leadership and teamwork.

**Position Summary:** The Special Events Intern works with the Program & Volunteer Coordinator to help prepare for the Chicago Fire Fall WonderGirl and the Go Girl Gala. Duties include but are not limited to:

- Coordinating race day and event day logistics
- Maintaining and updating materials for events on website
- Communicating with race and gala chairs to keep them up to date with necessary materials
- Working with Active to maintain event registration

### **Qualifications**

- Excel; Microsoft Outlook
- Excellent research, writing and organizational skills
- *Excellent verbal communications skills*
- Willing to work in fast-paced environment
- Ability to manage multiple tasks simultaneously

### **Other Information:**

- Interns are expected to work a minimum of 12 hours per week and must be available to work at least 2 days per week for a duration of at least 8 weeks.
- Applicant is expected to help on race day (Nov. 10) and night of gala (Nov. 16)

**To Apply:** Please send a cover letter and resume to Cat Cannon [ccannon@gotrchicago.org](mailto:ccannon@gotrchicago.org)