

About Gazelle Sports

At Gazelle Sports we actively pursue, encourage and celebrate a healthy lifestyle. We strive for retail excellence by providing the world's best customer care, focusing on a never ending commitment to unmatched product knowledge and creating friendly, positive relationships with customers, vendors and our communities.

Events Internship Description

The goal of the Events Intern is to support the planning, promotion and execution of Gazelle Sports Owned Events as well as support the relationships with community events across all Gazelle Sports locations.

Duties Include:

- Serve on event committees for Gazelle Sports Owned Events, including: Gobble Wobble, Run Through the Lights, John Daley Memorial One One Run, Clover Chase, Lake Michigan RTS 10k
- Support volunteer recruitment for events
- Support events for which Gazelle Sports is contracted, including: Fenn Valley Vine Wine'd and Meijer LPGA Classic 5k
- Assist with Social media for all events
- Assist with content creation for event websites, social medias sites and marketing
- Assist with RunSignUp registration management needs
- Administrative support of Girls on the Run
- Support community events sponsored by Gazelle Sports as needed (for example: Grand Rapids Marathon, Fifth Third Riverbank Run, Girls on the Celebration 5k, etc...)
- Facilitate and maintain Gazelle Sports event equipment use and repair needs

Requirements:

- Proficient in graphic design including Adobe Photoshop and InDesign or Illustrator
- Reliable transportation and ability to travel between Grand Rapids, Kalamazoo and Holland as needed
- Experience in volunteer recruitment and management
- Event planning experience is a plus, but not required
- Weekend and evening availability required
- Must be available Thanksgiving Day and New Years Day

This is a full time, full academic year student internship under supervision of the Community Engagement Events Manager for the **2018-2019 academic year**. The position is based at the Gazelle Sports Distribution Center in Grand Rapids.

To apply, send your resume and cover letter to Cara Zerbel, czerbel@gazellesports.com