



Whatcom Events WWU Internship

Background

Whatcom Events is a non-profit volunteer-driven organization with a mission to showcase the diverse natural beauty and outdoor recreational opportunities the Pacific Northwest has to offer while supporting local non-profit organizations. Whatcom Events has donated over \$155,000 to local non-profits since beginning operations in 2011. Whatcom Events hosts Ski to Sea, the Jr. Ski to Sea Race, Tour de Whatcom, the Mt. Baker Hill Climb and the Trails to Taps Relay. We rely almost exclusively on our incredible team of more than 800 volunteers to pull off these vibrant community events. We have three employees, our full-time Race Director, and two part-time year-round staff.

The Internship

We are seeking an intern from February through May 2024 for approximately 160 hours total. The intern will work 8-10 hours per week with the majority of hours taking place in April and May. They should expect to work 20-30 hours during the week of May 19th - 25th and approximately 20 hours May 26th - June 1st. The intern must have full availability Memorial Day weekend (May 23rd, 24th, 25th, 26th) for Ski to Sea and May 10th and 11th for the Jr Race. Our office hours are generally Mon-Fri 11-4pm, although this increases in April and May. After training, some of these hours can be completed remotely.

Tasks assigned to our intern include but are not limited to:

- **Volunteer and Community Outreach:** update our current contact list and reach out to potential partners (school groups, church groups, organization, businesses, etc.).
- **Seeking Donations:** request donations from local organizations using our established list.
- **Customer Service:** answer phone and emails inquiries by Racers/Vendors/Volunteers/Sponsors.
- **Event Calendars:** submit 2024 events to various race calendars and research potential event calendars not included on our current list.
- **Data Management:** organize past team results (2002-2008) and post on website.
- **Social Media:** content creation, including photos and captions.

- **Race Day Support for Jr Ski to Sea and Ski to Sea:** Must have open availability May 11th (Jr. Race) as well as Memorial Day weekend, May 23rd - 27th (Ski to Sea is Sunday May 26th).
- Other race related tasks as assigned.

Race day responsibilities are subject to change, but the intern will likely be stationed at an info/logistics booth or in charge of our merchandise booth at the Finish Line at Marine Park in Fairhaven.

Required Qualifications

This position requires:

- Excellent communication skills, both verbal and written, as well as a high level of professionalism as you will be representing our organization and events.
- Familiarity with Microsoft Office Suite, including Excel.
- Ability to safely lift 30+ lbs.
- A valid Washington State driver's license and automotive insurance, experience driving a large box truck a plus (not mandatory).
- Junior, senior or graduate student status studying recreation, business or other applicable majors.
- Cash handling experience preferred.

Internship Perks

This position will provide many networking opportunities with our various community partners, sponsors and volunteers. Perks include select free merchandise, an invitation to our Sponsor Dinner, occasional office lunches, endless Erin Baker's cookies as well as free entry to any of our 3 events later in the year (Tour de Whatcom, Mt. Baker Hill Climb and Trails to Taps Relay).

This is an unpaid internship opportunity, with potential for future contracted positions for the right candidate. To be considered, please submit a resume and cover letter to Anna Rankin at info@skitosea.com by February 2nd.