



Pittsburgh Three Rivers Marathon, Inc.  
810 River Avenue, Suite 120  
Pittsburgh, PA 15212

*P3R, organizer of the DICK'S Sporting Goods Pittsburgh Marathon weekend of events, is seeking a **communications intern** for Summer 2020.*

This role will report to the Senior Communications Specialist and work with our communications team consisting of both marketing and public relations functions. This is an ideal internship for students working toward a communications, marketing, advertising, and/or public relations degree. Recent graduates would also benefit greatly from this opportunity!

**Duties and responsibilities include but are not limited to:**

- Manage an assigned project from start to finish
- Assist in drafting and designing eBlasts and eNewsletters for the marathon and its related events
- Work with marketing team to develop content for social media channels
- Engage with target audiences via social media
- Participate in brainstorming sessions with communications team and the broader organization
- Assist in maintaining website and mobile app

**Required qualifications:**

- MUST have availability to staff the following events:
  - GAP Relay presented by UPMC Health Plan on Friday, June 19, 2020 and Saturday, June 20, 2020
  - Fleet Feet Liberty Mile on Friday, July 24, 2020
- Availability to work 10-15 hours per week from 9 a.m. – 5 p.m., Monday through Friday
- Local college student or recent graduate
- Occasional availability to work nights and weekends to assist with other events as needed (dates flexible and negotiable)
- Familiarity with social media platforms (including Facebook, Twitter, YouTube, LinkedIn and Instagram) and monitoring tools (specifically Social Studio or similar)
- High attention to detail and ability to work in a team setting

**Desired qualifications:**

- Basic graphic design knowledge (for example, experience with Canva or similar tools)
- Ability to think creatively
- Ability to adapt quickly to changing priorities

**About P3R:**

P3R is a nonprofit organization that is passionate about promoting the love of running and enhancing community access to health and fitness education and activities. Best known for organizing the acclaimed annual DSG Pittsburgh Marathon, we also manage a variety of other high-quality races, events, and health & fitness programs throughout the Pittsburgh region. While many of our races attract some of the nation's highest-profile professional athletes, we offer activities for all ages and ability levels. The only criterion for participation is a desire to be happy, healthy, and active! Read more at [www.P3R.org](http://www.P3R.org).

Interested candidates should submit a resume and cover letter to [internship@P3R.org](mailto:internship@P3R.org).