

Merchandise & Apparel Internship

P3R is the engine behind Pittsburgh's greatest races. We strive to inspire any and all to move with us. Best known for organizing the acclaimed annual DICK'S Sporting Goods Pittsburgh Marathon, P3R also organizes a variety of other high-quality races, training runs, and health and fitness programs throughout the Pittsburgh region. The Merchandise & Apparel Internships position is a new position on the P3R team, helping us to continue to grow the P3R brand through the P3R Store & Apparel sales. This position is assigned to contribute to many of the functions of P3R's retail business, including but not limited to: customer service, fulfillment, apparel creation & designs, marketing communications, on-site sales, logistics & planning, and subscription box services.

Classification: Merchandise & Apparel Internship

Reports to: Director of Retail Strategy

Effective Date: June 2022 – August 2022

Duties and responsibilities include but are not limited to:

- Provide exceptional customer service to P3R store customers through professional communication, follow up and fast response times
- Collaborate with the P3R Director of Retail Strategy on the development and creation of new merchandise for P3R's portfolio of year-round events
- Develop engaging marketing campaigns/apparel content to help grow P3R's customer base, subscriber lists, and sales
- Research into current athleisure/fitness apparel and brands
- Review and analyze historical and current merchandise & apparel progress and results; make corresponding recommendations to further drive successful results
- Update and maintain P3R Store Shopify Store and Inventory
- Assist in planning special events merchandise
- Work closely with the partnerships team, and other teams within P3R to execute growth of the Ready.Set.MOVE. Runner Subscription Box
- Collaborate with the P3R staff and event staff on team gear for event days
- Facilitate relationships with outside vendors such as manufacturers, designers, and merchandise models
- Ensure that all styling is cohesive with the P3R brand image
- Help coordinate internal merchandise for P3R programs such as P3Runners, P3R insiders, 4RUN2 Varsity, and Steel City Road Runners as needed
- Work at all P3R and client events
- Other tasks as assigned

Required qualifications:

- Passion for the mission of P3R
- Passion, idealism, integrity, positive attitude, mission-driven, self-directed
- Superior creativity and ability to think outside the box
- Strong written and verbal communication skills
- Attention to creating inclusive content and maintaining an inclusive mindset
- Excellent organizational and time management skills; ability to prioritize workload effectively
- Robust attention to detail and accuracy with an ability to prioritize workload
- Excellent interpersonal skills with the ability to build relationships with both internal and external audiences
- Ability to work through high-pressure situations, work independently, and troubleshoot problems
- Highly collaborative and driven to work in a team-oriented and diverse environment
- Outstanding customer service skills
- Proficient in Microsoft Office and Google programs. Experience with Customer Relationship Management (CRM), graphic design platforms such as Canva, Adobe Illustrator, Adobe Photoshop, and Adobe Premiere are a bonus.
- Working towards a Bachelor's or Master's degree in Marketing, Communications, Business or related field
- Valid Driver's License

To Apply: Please send cover letter including salary requirements and resume to hr@p3r.org

