

## Bike Month Internship

Part-Time



### ***Apply now!***

The Elizabeth River Trail Foundation seeks an enthusiastic intern to assist with organizing and supporting Norfolk Bike Month, a program that has continued to grow in energy and size every year. This part-time staff person will attend events throughout Norfolk primarily in May, but with a few organizing and early events in March/April, to help grassroots event leaders produce quality, diverse, regional events, as well as assist Downtown Norfolk Council featured events. Riding to events is encouraged when possible, and access to an automobile is a bonus. Some heavy lifting is required, but we promise it'll be fun. Meet lots of new people in Norfolk and share in this nationwide celebration of biking during National Bike Month. Most weeks in April will be 10-15 hours, and most weeks in May will be 20-25 hours.

- Support grassroots Bike Month events throughout May, primarily on weeknights and weekends.
- Assist full-time staff with day-to-day operations and event planning.
- Lead Bike Month event logistics and coordinate equipment use for Bike Month events.
- Assist with the distribution of promotional materials in the community.
- Manage event registrations and social media platforms.
- Assist with the set-up and breakdown of events.
- Assist other community partners with projects as needed.
- Intern period: late March - early June. We can be flexible with start and end dates!

Send a letter of interest and resume to [hello@elizabethrivertrail.org](mailto:hello@elizabethrivertrail.org) with Internship in the subject line.

The Elizabeth River Trail Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, religion, gender, age, sexual orientation, disability or genetics.

### Get in touch

[www.elizabethrivertrail.org](http://www.elizabethrivertrail.org) | @norfolkERT

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