



BOSTON ATHLETIC ASSOCIATION

699 Boylston Street, Suite 800, Boston, Massachusetts 02116 • 617.236.1652 • baa.org

COMMUNITY INTERN (EVENTS)

ABOUT BOSTON ATHLETIC ASSOCIATION

The [Boston Athletic Association](#) (B.A.A.) is a non-profit organization with a mission to promote a healthy lifestyle through sports, especially running. The B.A.A. is committed to a world where all people can access and benefit from running and an active lifestyle. The B.A.A. advances its mission and vision by organizing mass-participatory running events such as the Boston Marathon, creating or supporting community fitness events, and sponsoring a running club that serves the greater Boston area.

ABOUT THE ROLE

The Community Team is excited to host two interns during the summer of 2026, both working approximately 15-20 hours per week from mid-June until late August. At least two in person shifts will be required per week, including Monday and one other day.

Reporting to the Director of Community Engagement, the Community Intern (Events) will be a core part of the team hosting the Boston Running Collaborative (BRC) Youth Track Meets, which are free track and field meets for Boston area youth. The Intern will participate in outreach, pre-event planning, on-site event support and follow up. This will be an opportunity to positively impact young people as they start and/or continue their experience with the sport of track and field. In addition, the Intern will provide support to other Community programs and activities.

Availability to attend the BRC Youth Track Meets is a requirement of this role (4:00-8:00pm on June 29, July 13, July 27, August 10, August 17 and potentially one other date to be determined).

RESPONSIBILITIES

BRC Youth Track Meets:

- Participate in pre-event planning meetings and preparation.
- Assist with outreach to target audiences (email, flyers, etc.).
- Attend and support track meets (5-6 meets).
- Provide post-meet support, including sharing results, photos, and survey distribution.
- Communicate with registered participants.
- Prepare reports.

General Community Team support:

- Assist with BRC Steering Committee and full membership meetings, including materials prep, logistics support, and communication.
- Provide support for the Boston's Marathoners & Marathon to Medley Programs, including, but not limited to report creation, training session support and communications.

- Help gather and add community events to the event calendar on B.A.A. website.
- Other duties as assigned.

WHO WE'RE LOOKING FOR

There are innumerable ways to learn, grow and excel professionally. We know people gain skills through a variety of professional, personal, educational, and volunteer experiences. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you, the unique strengths you will bring to the internship and how this opportunity aligns with your career interests. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- Experience working with/supporting Boston area youth a plus; a passion for creating meaningful experiences for children and/or young adults a requirement.
- An understanding of the City of Boston and the ability to access Youth Track Meet sites by public transportation, personal vehicle, or otherwise.
- Excellent collaborator and communicator with the ability to work successfully with a wide variety of individuals, groups and audiences. Strong customer services skills.
- Strong organizational skills and the ability to manage multiple priorities effectively.
- Leadership skills and the ability to make sound decisions in fast-moving situations, such as during live events.
- A commitment to creating inclusive work environments and products.
- Comfort working outdoors in various types of weather (for events).
- Basic Microsoft 365 skills, including proficiency in creating, editing, and saving files across Word, Excel, and PowerPoint. Able to manage emails and calendars in Outlook. Can perform accurate data entry if trained in the system.
- Knowledge of the B.A.A. with experience in the sport preferred.

WORK EXPECTATIONS AT B.A.A

We are a hands-on team and seek employees who are passionate about our work and service to our community. The Community Intern (Events) is a 15-20 hours/week, non-exempt position. The role will require working some weekends and evenings with limited local travel required.

COMPENSATION & BENEFITS

The salary range is competitive and commensurate with lived and professional experience. The hiring range for the role is \$20-25 per hour.

HOW TO APPLY

To apply to this position, please prepare a resume and cover letter to the attention of the B.A.A. Human Resources team and submit your materials to Opportunities Opportunities@baa.org. Applications without a cover letter will not be reviewed.

The B.A.A. is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed,

sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status or any other status protected by applicable law.



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COMMUNITY INTERN (OUTREACH & PROGRAMMING)

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Reporting to the Director of Community Engagement, the Community Intern (Outreach & Programming) will provide a variety of support from outreach to event operations, program design, and more. They will help host summer events, such as the Boston Running Collaborative (BRC) Youth Track Meets, and Boston Moves events, and assist the Community Team with designing new initiatives, such as curriculum and frameworks to be used by schools. The Intern will have an opportunity to engage, welcome and positively impact youth and families in this role.

Availability to attend the BRC Youth Track Meets is a requirement of this role (4:00-8:00pm on June 29, July 13, July 27, August 10, August 17 and potentially one other date to be determined). There will also be a Boston Moves event to attend on July 12, if possible.

RESPONSIBILITIES

Community Outreach & Promotion:

- Support outreach efforts to promote Boston Moves events to community partners, schools, youth-serving organizations, families, etc.
- Assist with drafting/distributing outreach, such as emails and flyers across key communities.
- Track outreach efforts and maintain contact lists for community engagement.

Event Support:

- Assist with on-site staffing and event operations for Boston Moves events and Summer Youth Track Meets, including participant check-in, course support, and youth engagement activities.

Youth Programming Development:

- Support the design and development of youth running and fitness programming across summer and school-year seasons.
- Research and propose creative, age-appropriate activities to increase youth engagement in running.
- Assist in building program frameworks, sample schedules, and curriculum materials.

General Community Team support:

- Participate in team meetings and contribute ideas to strengthen youth engagement strategy.
- Assist with administrative and planning tasks related to youth and community programming as needed.
- Other duties as assigned.

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