

# THE LEAGUE OF AMERICAN BICYCLISTS

*since 1880*

*Building a Bicycle Friendly America for Everyone*

The League of American Bicyclists, a Washington D.C.- based advocacy organization representing the interests of the nation's 57 million cyclists, is seeking an intern to assist with the [National Bike Summit](#) happening in Washington D.C. March 5-7, 2018.

The National Bike Summit is the premier bike advocacy event of the year, uniting the voices of bicyclists on Capitol Hill. This year's theme is *Grass Roots Grow Together*, we'll be showcasing successes at the local level, learning how they happen and exploring ways to expand their reach. Peer learning is a critical component of growing and strengthening the bicycling movement. Together, our local, regional, and national work becomes a unified force of unstoppable change.

## **Position overview**

The Summit Intern will gain firsthand knowledge of the League's National Bike Summit and its agenda. Work includes communicating with attendees, creating promotional material, data entry, organization, analysis, writing, website updates and administration assistance.

This internship offers a flexible schedule with 12-24 hours/week commitment for up to 15 weeks, based in Washington, D.C. If you are a student, we are happy to work with academic requirements to help you earn course credit for your efforts.

## **Skills and knowledge to be gained**

- Experience working with database, registration system, and online scheduler

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- Communication skills
- Writing skills
- Data management

## **Minimum qualifications**

- Positive attitude and willingness to learn
- Strong attention to detail
- Familiarity with Excel, content management systems and databases
- Ability to work independently
- Enthusiasm for creating a more Bicycle Friendly America for Everyone

## **Details**

- Location: Washington, D.C.
- Hours: 12/week minimum, 24/week maximum
- Stipend: \$500 per month
- Length/Availability: 10-15 weeks
- Start Date: December 11, 2017 (flexible)
- End Date: March 9, 2018

**How to apply:** Please send a cover letter of interest and resume to [alison@bikeleague.org](mailto:alison@bikeleague.org) with *Summit Intern Application* in the subject line.

**Deadline:** Applications are accepted on a rolling basis until the position is filled.