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The Hawaii Bicycling League (HBL) a non-profit 501(c)(3) membership organization, whose mission is to promote a safe and desirable bicycling environment in Hawai'i, is seeking an Events Marketing Intern. Candidates will be asked to put their academic learning experience into the two premier bicycle events in the State of Hawai'i, the Honolulu Century Ride and the John B. Kelley Haleiwa Metric Century Ride.

The intern will assist in the planning and implementation of small to large events (100-4,000 participants). The ideal candidate is motivated and organized, with a strong attention to detail. Additionally, the ideal candidate will be:

- Enrolled in a Marketing, Communications, Business, or related field and possess a strong academic record (3.0 GPA or higher strongly preferred).
- Detail-oriented and possess excellent communication skills.
- Able to prioritize projects, multi-task, and adapt easily to a fast-paced environment.
- Proficient in Microsoft Office products.

**Opportunities:**

The intern will work closely with administrative staff under the direct supervision of the Events Manager. Opportunities include:

- Event Management: Supporting the Events Manager in the planning and implementation of the Honolulu Century Ride (September) and the Haleiwa Metric Century Ride (April).
- Marketing: Assisting in the creation of press releases, press packets, conducting research, and managing volunteer recruitment.
- Budget: Maintaining strict budgets
- Non-Profit Management: Participate in committee and event related meetings.

This internship is filled on an ongoing basis. Interested students are encouraged to apply throughout the year. Internship hours are flexible in order to accommodate work and school schedules. The intern is expected to work between 20-40 hours per week for a minimum of 3 months. This internship is unpaid.

To apply, please email a resume and cover letter with the subject "Events Marketing Internship" to Mitchell Nakagawa, Executive Director, [mitchell@hbl.org](mailto:mitchell@hbl.org)