



National Bike Summit Internship

Posted November 7, 2018

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 9-12, 2019.

The National Bike Summit is the premier bike advocacy event of the year, bringing bicycling advocates together for workshops, skill-sharing, and uniting the voices of bicyclists on Capitol Hill.

Position overview

The Summit Intern will gain first hand 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, 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.

What you'll grow in knowledge of:

- Working with database, learning management system, registration system, and online scheduler
- Communicating with a diverse group of stakeholders and participants
- 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: ASAP (flexible)
- End Date: March 12, 2018

How to apply: Please send a cover letter of interest and resume to summit@bikeleague.org with *Summit Intern Application* in the subject line.

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

About the League of American Bicyclists

We believe bicycling brings people together. When more people ride bikes:

- Life is better for everyone;

1612 K Street NW Suite 1102 ♦ Washington, DC 20006 ♦ (202) 822-1333 ♦ bikeleague.org

- Communities are safer, stronger and better connected;
- Our nation is healthier, economically stronger, environmentally cleaner and more energy independent.

To create a more Bicycle Friendly America for everyone, local organizations, volunteers and members are the foundation for our success. Our job is to create tools that fuel local success while representing bicyclists on Capitol Hill to ensure more resources and better policies that will make bicycling safer, more comfortable, and open to all.