



## **Vermont Adaptive Ski & Sports Marketing Internship Description**

**Location:** Pico Mountain/Killington, VT with travel to all program areas across the state

**Duration:** January-May 2027

**Time Commitment:** PT (20 hrs) or FT (40 hrs) available

**Supervisor:** Kim Jackson, Director of Communications and Marketing

### **Overview of Duties, Responsibilities and Requirements:**

- Assist the marketing and development team with various projects and marketing tasks, including the planning and execution of the organization's 40<sup>th</sup> anniversary celebration year
- Communicate effectively with volunteers and staff both within Vermont Adaptive and with partnering organizations
- Write Diary of an Intern – bi-weekly blog post/social post
- Content curation on-snow; photos, video, storytelling.
- Weekly blog posts – research, write, edit and post to website and social media
- Attend programming and events regularly to be part of set-up and breakdown and other duties as assigned/needed. Ensure contractual sponsorship deliverables and event requirements (e.g. permits) are met as needed.
- Assist in planning, set up and implementation of events as assigned/needed. Function independently as an ambassador/representative for Vermont Adaptive at events.
- Attend meetings and provide administrative support as needed (schedule, set up, order and pick up supplies, clean up, take and send out meeting notes, etc.)
- Handle a variety of tasks related to business, individual giving and online fundraising. Forms of communication may be hand written, electronic, on the phone or in person.
- Assist with mailings and other administrative duties as needed.
- Assist with retail merchandise or other in-house sales inventory.
- Other duties and tasks as assigned.

### **Minimum Qualifications:**

- All interns must be at least 16 years of age
- Clean driving record and reliable transportation
- Enrolled in, recently completed or interested in attending a college/university track related to communications, marketing or nonprofit work
- Must be proficient in either skiing or snowboarding (winter) and mountain biking/cycling (summer)
- Knowledge of design and editing software; knowledge in shooting digital and still photography/video
- Commitment to the entire season (January-May 2027)
- Vermont Adaptive is looking for interns that are self-motivated, take initiative and have some experience or desire to learn about working with people who have disabilities and adventure recreation
- All interns must have a strong work ethic, flexibility, a love for the outdoors, an open mind and a love for working with people.

### **Benefits**

- Stipend for applicants from Vermont, or enrolled in a Vermont College
- Additional stipends available for qualified applicants
- Access to professional training opportunities
- Skiing privileges at partner resorts during the internship timeframe
- Interns are exposed to the benefits of living and working in Vermont
- Interns receive individualized support throughout the internship period
- An orientation will be provided for new interns
- Intern must write a 1 page testimonial of their experience at Vermont Adaptive Ski & Sports to be submitted to director of communications and marketing upon completion of internship

Apply online at <https://www.vermontadaptive.org/internships/>