

**Position Title: Active Transportation Event and Outreach Intern**  
**Reports to Active Transportation Marketing Manager**  
**Annual Internship, Maximum of 20 hours per week, \$18 per Hour**

The Destination Sales and Marketing Group, Ltd. (DS&MG) is a business services company that operates and manages Arlington Transportation Partners, BikeArlington, Mobility Lab, WalkArlington and Capital Bikeshare as part of a dynamic and innovative regional Transportation Demand Management (TDM) program for Arlington County Commuter Services (ACCS).

**Active Transportation Event and Outreach Intern Job Description**

We are seeking an event and outreach intern with a genuine passion for active transportation and biking as well as a burning desire to share the message with others. The Event and Outreach Intern will collaborate and assist BikeArlington, WalkArlington, and Capital Bikeshare programs with increasing awareness of the benefits of biking and walking in Arlington through in-person outreach initiatives.

**Duties and Responsibilities**

- Coordinate and lead in-person outreach efforts in collaboration with the BikeArlington Program Manager
- Assist BikeArlington's Program Manager with coordinating and leading bike education classes and workshops to teach people how to ride and learn new skills, including presentations, bike demos, and leading rides
- Support BikeArlington and WalkArlington Program Manager's with co-branded bike and pedestrian event and outreach activities
- Assist with Bike to Work Day, the largest active transportation event of the year: logistics, vendors, partners, day-of set-up and breakdown, event wrap up, and future event pre-planning
- Collaborate with the Capital Bikeshare Communications Coordinator to coordinate logistics and lead outreach events to promote the Community Partners Program to participating organizations' staff and residents
- Coordinate and manage volunteers to assist the Active Transportation staff at outreach events, as needed
- Track outreach for monthly reports, including event participation, community outreach, and materials distribution

**Key Skills and Competencies**

- Excellent event planning and management skills
- Expertise with bicycle riding, including leading group rides
- Familiarity with bicycle mechanical operations
- Confident and engaging presentation skills
- Excellent written and verbal communication skills
- Excellent project management and organizational skills
- Ability to prioritize and balance multiple projects simultaneously

## **Behavioral Skills and Competencies**

- Results-driven, proactive, organized, and able to work independently and with a team
- Able to deliver consistent results in a fast-paced environment
- Flexible and able to embrace change in rapidly evolving work and market environment
- Able to relate to and work with a wide variety of stakeholders
- Problem solving attitude
- Responsive and proactive

## **Education and Experience**

- Pursuing or have obtained a 4 year college degree (BA) preferred
- One to three years of experience coordinating event and outreach programs, preferably in a non-profit, government or business development environment
- Proficiency in Microsoft Office applications including PowerPoint
- Evening and weekend availability is required
- Certified as a League Cycling Instructor (LCI) is preferred
- Experience with/awareness of the Arlington community is a plus
- Proficiency in Spanish is a plus

Please submit a cover letter and resume to [suzanne.patel@dsandmg.com](mailto:suzanne.patel@dsandmg.com) and note Event and Outreach Coordinator in the subject line.