

Girls on the Run of Southeastern Suburban PA

Special Projects Intern

Location: Hybrid from Fort Washington, PA

Reports to: Executive Director

Part-time: 10-15 hours (4-6 hours in person)

About Girls on the Run

Girls on the Run of Southeastern Suburban PA inspires girls to be joyful, healthy, and confident through a fun, experience-based curriculum that creatively integrates running. We serve more than 2,000 girls annually across Chester, Delaware, and Montgomery Counties.

Position Summary

The Special Projects Intern will support key initiatives that strengthen Girls on the Run's fall fundraising and Fall 5K event. This internship provides hands-on experience in nonprofit project management, community engagement, partnership development, and event planning while working alongside staff on projects that directly support our mission.

Primary Projects

In-Kind Partnership Development

Support the growth of in-kind partnerships that provide products, services, and resources for Girls on the Run programs and events.

Responsibilities:

- Research prospective businesses and community partners.
- Build and maintain a tracking system for partnership outreach and follow-up.
- Assist with outreach to secure in-kind donations.
- Coordinate the collection and tracking of donated goods and services.
- Prepare donor acknowledgments and recognition materials.
- Support stewardship efforts to strengthen partner relationships.

5K Vendor Village Coordination

Support planning and execution of Vendor Village for Girls on the Run fall season 5K, creating an engaging experience for participants, families, and community partners.

Responsibilities:

- Research and recruit local businesses and nonprofit organizations to participate.
- Coordinate vendor communications, registrations, and logistics.

- Maintain project timelines and vendor tracking documents.
- Assist in developing event materials and Vendor Village layouts.
- Support event-day setup, vendor check-in, and overall coordination.
- Help identify opportunities to enhance the Vendor Village experience each season.
- Coordinate the promotion, ordering, production, and event-day placement of personalized course signs that celebrate participants while supporting 5K fundraising.

Preferred Qualifications

- Currently pursuing a degree in nonprofit management, business, communications, marketing, event management, public relations, or a related field.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Comfortable using Microsoft Office and Google Workspace.
- Detail-oriented with the ability to manage multiple projects simultaneously.
- Interest in nonprofit organizations, community engagement, and event planning.

What You'll Gain

- Hands-on experience managing real nonprofit projects.
- Exposure to fundraising, partnership development, and event planning.
- Experience building relationships with community and corporate partners.
- Opportunities to develop project management, communication, and organizational skills.
- Professional mentorship and networking within the nonprofit sector.

Please note: This internship requires in-person participation at the Girls on the Run Fall 5K on Saturday, November 21, 2026, along with occasional in-person meetings throughout the semester.

How to Apply

Please send your resume and a brief statement of interest to **Evaleen DeMarco, Executive Director**, at evaleen.demarco@girlsontherun.org.