



BIZ FIT



BIZ FIT Communications & PR Internship Description

Apply today for the unique opportunity to work with a woman-owned fitness and travel company based in Flagstaff, Arizona.

Biz Fit is a retreat company with travel locations to Sedona, Arizona; Lake Powell, Arizona; and Cancun, Mexico. Biz Fit Retreats offer opportunities for guests to get active in nature, experience fitness and wellness activities, and they are carefully curated for an exceptional guest experience. Founder, Elizabeth Vogler, is a certified group fitness instructor, an experienced event planner, and has a degree in cultural studies. The company was established in 2021.

This internship is ideal for students interested in any of the following: outdoor recreation, travel and guiding, event planning, tourism, communications, photography, PR, social media, outdoor adventure, or exercise. This is an unpaid position.

Responsibilities include:

- Assisting with development & adhering to social media calendar
- Developing social media & website content; assisting with campaigns to promote retreats & increase engagement
- Familiarity with Canva or other similar platform to design content; competency with creating engaging social media posts
- Tracking email & phone communications with clients; maintaining communications templates
- Writing website copy; maintaining promotional calendars online
- Assisting with the development of email newsletters using MailChimp
- Deliver brochures & flyers to various locations around the region to promote events
- Photographing & Filming retreat activities; organizing photos for promotional use
- Assisting with transportation & set up of retreats in Arizona
- Researching & booking podcast & radio interviews with founder
- Other duties as assigned

Required skills include:

- Detail-oriented & organized
- Self-accountable in a remote work setting
- Savvy with technology, marketing & social media
- Frequent & reliable communicator
- Flexible & able to manage multiple projects
- Ability to maintain joyful & positive attitude
- Resourceful & willing to research & learn new skills

Apply with a current resume, cover letter describing your interests and experience, and contact information for 2 references.

**Send to: Elizabeth Vogler,
elizabeth@thebizfitness.com.**

No phone calls please.