



Job Description: Intern Summer 2026

Organization: New England Mountain Bike Association (NEMBA)

Position Type: Intern Summer 2026

Location: Remote with some travel within New England

Hours: 15-35 hours per week

Reporting to: Executive Director

Compensation: \$18-\$28 depending on experience

The New England Mountain Bike Association (NEMBA) is a 501(c)(3) non-profit organization dedicated to promoting responsible mountain biking and preserving New England trails and open spaces. NEMBA achieves its mission by organizing recreational rides, trail care events, mountain bike festivals, and educational initiatives across New England.

Job Description: The employee at NEMBA will have the opportunity to work closely with the Executive Director and other staff members and chapter leaders on various projects related to operations, membership, programs and events, communications, development and trails. The employee will play a vital role in supporting NEMBA's mission and goals while gaining valuable hands-on experience in the non-profit sector.

Responsibilities: Employee will have responsibilities in some of the following areas, depending on expertise and interest.

- Operations
 - Evaluate and document current operations processes, and support efficiency improvements
 - Create an operations manual for organization and Chapter leaders by working closely with NEMBA staff to document current processes
- Communications & Marketing
 - Generate new content for the website and assist in maintaining site content
 - Produce annual report highlighting NEMBA's achievements and impact
 - Produce annual NEMBA magazine, Singletracks
- Events
 - Assist in the planning and/or execution of major events, including Leadership Summit (fall), Trail Schools (Summer), and All-Skills (Fall)
 - Represent NEMBA at NEMBA Adventure Series events and other large events in New England
- Development
 - Assist with membership and donor research
 - Assist in grant writing efforts
- Trails & Advocacy
 - Support the planning and execution of NEMBA trail schools

Posting Date: 3/17/2026

- Update educational materials for trail schools
- Complete development of NEMBA signage and trail design standards
- Create master plan of trails for NEMBA chapters*

*Best for students in planning, environmental sciences

Qualifications:

- Undergraduate or graduate student at four-year college or university
- Passionate about non-profits, mountain biking, operations, and/or outdoor recreation
- Strong organizational and communication skills
- Ability to work independently and collaboratively in a remote environment

Diversity: NEMBA is committed to diversity, equity, and inclusion in all aspects of our organization. We encourage applications from individuals of all backgrounds, including those historically underrepresented in outdoor recreation and non-profit sectors. We believe that diverse perspectives and experiences strengthen our ability to achieve our mission and serve the diverse communities of New England.

Application Process: To apply for this position, please submit a résumé and cover letter outlining your interest to office@nemba.org.