

## POSITION DESCRIPTION



**Position Title:** Race for the Cure Intern  
**Reports to:** Development Director  
**Employment Status:** Temporary/Internship  
**Hours:** 20-40 hours / week; Monday-Friday [two semester commitment strongly preferred]

### POSITION SUMMARY

The Race Internship is an unpaid position designed to provide professional development opportunities to students wanting experience in behind the scenes event planning. This dynamic position will have you working on different projects during your time at Komen and your willingness to see the importance of the details will be the key to success. The ideal candidate understands Susan G. Komen's vision/promise and is passionate about project management and process improvements especially in areas of events, logistics, and communications with internal and external customers. The 2021 Race for the Cure will take place on Saturday, October 2, and it is preferred that this intern is available the week leading up to the race and on race day, even for a virtual race.

### PRIMARY RESPONSIBILITIES –

#### Communication

- Research and acquire vendor quotes and donations
- Collaborate with the Race for the Cure event committee members on event logistics
- Advertise the Race for the Cure through poster distribution and community event websites

#### Operations

- Collect all required vendor documents including insurance and invoices
- Assist in creating a master event production plan for staff, committee, and volunteers
- Produce site and tent layouts (if event is in person), help with virtual logistics and implementation for a virtual race

#### Other Duties As Assigned Include:

- Assist in the planning process and execution of ancillary events leading up to the Race for the Cure including the Hope Car Parade, Event Kick-Off, Committee Appreciation event, Race Week Activities, and more.

## MINIMUM QUALIFICATIONS

- Excellent verbal & written communication skills
- Strong time-management, organizational and research skills.
- Proficient in Microsoft Excel, Word and PowerPoint, Web research
- Strong Data organization skills and experience
- Quick learner with the ability to self-motivate
- Strong computer skills
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university
- Bi-lingual or multi-lingual skills are a plus
- Enrolled or hold degree in Communication Studies or Business Management
- Demonstrate commitment to non-profit work
- Knowledge of Microsoft Office (Word/Excel) applications, email and donor management system preferred
- Must be 18 years or older and authorized to work in the United States
- Ability to work 15- 20 hours per week

## PREFERRED QUALIFICATIONS

- Ability to work Summer and/or Fall Semester.
- Graphic design experience.

## SKILLS AND KNOWLEDGE

- Strong interpersonal skills and ability to interact with board members, committee chairs, staff and volunteers.
- Self-motivated team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.
- Organizational skills.

## Benefits:

- Gain experience in the nonprofit sector
- Receive hands-on ownership of projects, building experience in project management
- Gain collaborative and networking skills with multiple departments and customers both internally and externally
- Gain experience in strategic planning and implementation of an event plan
- Ability to build on a work-based portfolio
- Gain experience working with internal and external stakeholders

Submit application, cover letter, and resume to [mbeasley@komen.org](mailto:mbeasley@komen.org). Internship application can be found at [www.komen-houston.org/get-involved/internship](http://www.komen-houston.org/get-involved/internship).

## **About Susan G. Komen®**

In 1980, Nancy G. Brinker promised her dying sister, Susan, that she would do everything in her power to end breast cancer forever. In 1982, that promise became the Susan G. Komen® organization and the beginning of a global movement. What was started with \$200 and a shoebox full of potential donor names has now grown into the world's largest nonprofit source of funding for the fight against breast cancer. To date, we've invested more than \$2.9 billion in groundbreaking research, community health outreach, advocacy and programs in more than 60 countries. Our efforts helped reduce deaths from breast cancer by 40 percent between 1989-2016 and we won't stop until our promise is fulfilled. Susan G. Komen is the ONLY organization that addresses breast cancer on multiple fronts such as research, community health, global outreach and public policy initiatives in order to make the biggest impact against this disease.