



## Race for the Cure® Internship

**Summary:** Susan G. Komen® New Orleans internships are unpaid educational opportunities in which students can learn operations and administrative aspects of a non-profit. The Intern will work directly with the Affiliate staff and Race Committee to assist with event management aspects of the Komen New Orleans Race for the Cure®.

**Internship hours** are flexible and based on the student's schedule and the school's requirements for credit completion. Tentatively 10 to 15 hours per week.

Komen New Orleans Affiliate office hours are Monday-Friday 9am – 5pm, in addition to some evenings and weekends.

**Term of Internship:** Internship will span over both Fall and Spring semesters. However, students with availability for only one semester will still be considered.

### **Duties and Responsibilities:**

- Assist staff and Race Committee with event logistics, details and planning for the Susan G. Komen Race for the Cure®.
- Create Team Captain's newsletters, assist Teams Chair with communications
- Provide customer service to Race participants, team captains and Race sponsors
- Administrative support, including extensive communication via phone, email and bulk mailings
- Assist with pre-Race special event planning
- Work at occasional pre-Race fundraising/special events
- Assist with the planning and management of pre-Race Packet Pickup distribution
- Occasional research related to Race activities
- Other Race-related projects as assigned
- Assist in the planning and implementation of Team Captain's Kick-off events
- Assist in the management of Race media sponsorship deadlines and placements
- Assist with securing vendors and tracking vendor information
- Maintain and track event equipment
- Assist with the management of mailing of Sleep in for the Cure® packets
- Assist with the management of post-Race reorganization

### **Requirements:**

- Strong organizational skills
- Good communication skills, written and verbal
- Microsoft Office proficient, WordPress, Convio, Salesforce
- Social Media proficient: Facebook, Twitter, Instagram
- Comfortable working with a diverse population
- Ability to work with a team and independently
- Willingness to learn
- Special event and leadership experience is not required, but is preferred

### **Benefits:**

- Gain valuable experience with an internationally recognized health care organization
- Develop skills in non-profit management
- Participation as an integral part of the Komen Promise: to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures