



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® to be held on Saturday, October 22, 2016.
- 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