

Special Events/Race for the Cure Intern

Reports to: Development Department
Position Status: Intern (unpaid)
Time Commitment: 15-20 hours per week



About Susan G. Komen®

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982 that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. The Chicagoland Affiliate, established in 1997, is one of over 100 Affiliates in the U.S. Since 1997, Komen Chicago has invested nearly \$17.4M in local programs, funding potentially lifesaving services for underserved and uninsured men and women.

Position Overview & Basic Function:

The Special Events Intern will assist with various projects focused on our Race for the Cure event, primarily focusing on the Mother's Day Race for the Cure. The content will revolve around the area of special events, with opportunities to assist with event logistics, database management, mailings, social media marketing, sponsorship fulfillment, while responding to inquiries from the public about the Affiliate's Race for the Cure event.

Primary Responsibilities:

- Assist staff with event logistics, details, and planning for all Komen Chicago events
- Help coordinate and recruit teams including organizing Team Tailgate on race day.
- Respond to event correspondence.
- Assist with race participant recruitment which may include assisting in marketing strategies as well as contacting targeted Race participants via email/phone to cultivate relationships.
- Other duties as assigned.
- Track vendor information and event equipment.

Required Skills & Education:

- **Must be able to attend events during internship period - Fundraising Gala (Saturday October 27, 2018); First Look for Charity Auto Show (Date TBD); Mother's Day Race for the Cure (Sunday, May 12, 2019).**
- Excellent communication, customer service and interpersonal skills.
- Strong time-management, organizational and research skills.
- Strong social media skills and content understanding.
- Quick learner with the ability to self-motivate.
- Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel)
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university

Other:

- Ability to lift/carry 30 pounds; capable of standing for one hour or more.
- Position will need to use their personal computer.
- Candidate may be subject to a criminal background check.

Benefits:

- Opportunity to gain insight into the not-for-profit sector.
- "Hands-on" environment with individuals who respond to critical community issues.
- Develop above-entry-level skills.

To Apply:

Please submit a cover letter and resume to Julie Jacobson, Director of Donor Partnerships, at jjacobson@komenchicago.org. Please put the intern job title and your first and last name in the subject of the email.