

Events Intern

Reports to: Ashleigh Harris, Special Events Coordinator

Position Status: Intern (unpaid)

Time Commitment: 20 hours per week minimum



About Susan G. Komen® Greater Atlanta:

Susan G. Komen Greater Atlanta was established in 1991 and is one of over 100 Affiliates in the U.S. and Europe. Komen Atlanta works within our community to provide low-income uninsured women with access to breast cancer screening and diagnostic services. This work is important, particularly in metro Atlanta: 53 women will be diagnosed every week, and 9 will die. And this has to change. In 2015, Komen Atlanta invested more than \$1.5 million in grants to 16 local organizations funding lifesaving education, patient navigation, treatment support and treatment programs in our 13-county service area. Since 1991, Komen Atlanta has raised more than \$44 million to fund potentially lifesaving services for low-income uninsured individuals.

Primary Event Responsibilities:

- Bubbles & Bling – Our annual eclectic cocktail fundraiser that raises over \$200,000 dollars
 - Assisting in execution of event planning timeline
 - Assisting with décor creative
 - Attending meetings with event space
 - Auction item solicitation
 - Assist with Email campaigns
- Worship in Pink – invites Atlanta’s faith-based organizations to come together to spread the lifesaving message of breast cancer early detection
 - Assist with the WIP timeline
 - Coordinating speakers during the month of October
 - Working to put together all materials for WIP
 - Email campaigns
 - WIP Follow up
- 3rd Party Events – Events where various organizations hold fundraisers on behalf of Komen Atlanta
 - Assisting with Contracts with 3rd parties
 - Coordinating any marketing needs necessary for 3rd parties
 - Attending select events to support
 - Thank you follow ups
- Daily activities
 - General office duties
 - Administrative tasks
 - Answering the phone
 - Referrals for individuals who are in need of Komen Services
 - Donor thank you calls/reach out to potential donors
 - Social media assistance – specifically with major events and 3rd party events

Benefits:

- Opportunity to gain insight into the non-profit sector
- Hands-on ownership of projects, building experience in project management
- Build a work-based portfolio
- Develop above entry-level skills

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.