



Race for the Cure Intern

Reports to: Julie Brock, Special Events & Volunteer Manager

Position Status: Intern (unpaid)

Time Commitment: 15-20 hours per week thru May 13th required; May 31, 2017 preferred

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.

Position Overview & Basic Function:

The Race for the Cure Intern will assist with various projects focused on our Race for the Cure event. 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, and gamification while responding to inquiries from the public about the Affiliate's Race for the Cure event.

Primary Responsibilities:

- Assist Race Manager with event logistics, details, and planning for the Komen Atlanta Race for the Cure on 5/13/17
- Track vendor information and event equipment.
- 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.

Required Skills & Education:

- Must be able to attend the Komen Atlanta Race for the Cure on Saturday, May 13, 2017.
- Excellent communication, customer service and interpersonal skills.
- Strong time-management, organizational and research skills.
- 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.

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.