

## 2017 Special Events Assistant

### Job Description

**Reports to:** Event and Fundraising Coordinator

**Classification:** Temporary, non-exempt, 25+ hours a week, May 15, 2017 – October 20, 2017. Some nights, weekend, and special events required.

**Function:** Assist the Events and Fundraising Coordinator throughout the summer event schedule, including Weekend on the Water, Race for the Cure, and Kick for Komen.

#### Job Description:

- Work directly with the Event and Fundraising Coordinator to coordinate all meeting with the Race Committee and attend evening meetings once a month.
- Prepare recap reports and action plans/follow-ups after all meetings.
- Provide accurate daily and weekly Race for the Cure reports to the Development Team as requested.
- Become knowledgeable of all Komen databases in regard to Race for the Cure, and assist interns with training on the systems. (Microsoft and Convio)
- Supervise and assist with phone calls to welcome new and returning participants.
- Assist the Event and Fundraising Coordinator with projects related to Race for the Cure.
- Assist with the planning and completion of team captain events and volunteer projects.
- Work directly with the Event and Fundraising coordinator on all Race Weekend logistics.
- Inspire interns to be engaged with Susan G. Komen Oregon and SW Washington's mission.
- Assist with the planning of all summer events hosted by Komen.
- Interface with vendors, team captains, sponsors, and participants and assure everyone has a positive experience working with Susan G. Komen Oregon and SW Washington.
- Some opportunities will be present to give presentations about Komen, Race for the Cure, and programs.

#### Skills:

- Creative, independent in thinking, and flexible.
- Strong written, verbal, and interpersonal communication skills.
- Event planning experience.
- Must be able to multi-task and self-direct.
- Outgoing, friendly, and compassionate attitude.
- Ability to manage complex data on time and in an accurate fashion.
- Experience working with Microsoft Word, Excel, and Outlook.
- Ease with learning new computer applications.
- Leadership skills.
- Comfortable working with and leading groups.

#### Required:

- Some college preferred with major in business, public health, communications, human services, or a like field. Applicable job experience will be given consideration.
- Past fundraising experience desired.
- Ability to lift boxes up to 40 pounds.
- Ability to sit, stand, or work for extended periods of time at events as needed.
- Must be able to work flexible hours, including some weekend and evening commitments.
- Must be available on July 28-29 for Weekend on the Water, and September 13-17 for Race for the Cure.

Special Events Assistant will be asked to work 30 hours a week (adjust hours depending on over time/time off), with scheduled days and times. Bus or MAX passes will be provided for Race Assistant throughout their tenure. Hourly wage TBD.

**To Apply:**

Komen Oregon is an EEO/AA/ADA employer committed to diversity and inclusion. All interested candidates must apply electronically by emailing a cover letter and resume to Emily-Rose Wiitala at [ewiitala@komenoregon.org](mailto:ewiitala@komenoregon.org) "Summer 2017 Events Assistant" in the subject line. Applications will be accepted until the position is filled.