

2017 Volunteer Management Intern

Summer 2017

Intern Job Description

Bring your creativity, passion and talent to the life-saving organization Susan G. Komen, Oregon and SW Washington. Komen is a leader in breast cancer research, early detection, survivor support, and advocacy for over 25 years. Join us as an intern for the 2017 Portland Race for the Cure and other sanctioned, premier events. Learn firsthand how a successful non-profit development department operates while helping to organize some of these events.

Time Frame: June 19, 2017 – September 29, 2017

Requirements:

- Proficient computer skills, and is capable in organizing information and working with spreadsheets.
- Friendly, outgoing, compassionate and not afraid to ask others for help.
- Creative and able to work independently on projects – we love new ideas!
- Passionate individual who want to make a difference in the community.

Responsibilities:

- Call and email with current and past volunteers to recruit 800+ volunteers for the Portland Race for the Cure.
- Assist with the logistics, planning, and coordinating of volunteer roles at the Portland Race for the Cure, and various events leading up to Race Weekend.
- Inspire groups to volunteer and be engaged with Susan G. Komen Oregon and SW Washington's various events.
- Become knowledgeable about Convio database platform.
- Create volunteer recruitment reports on a regular basis.
- Secure and coordinate all volunteer thank you items.
- Coordinate the distribution of all race materials throughout Portland and surrounding areas.
- Lead groups of volunteers in projects, including Race Weekend preparation, fulfillment of team packages, and other various summer volunteer events.
- Call individuals and team captains to lend support with recruitment and / or fundraising; and, brainstorm new ideas to increase fundraising and team size
- Assist with initial planning of Weekend on the Water and Kick for Komen, along with execution of the events.
- Assist with Portland Race weekend schedule of events, and all other summer special events.

Qualifications:

- Must be in the process of achieving a Bachelor's degree in business, communications, public health, human services, or a like field.
- 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 29 for Weekend on the Water, and September 13-17 for Race for the Cure.

Special Events Interns will be asked to work 15 hours a week, with scheduled days and times. Bus or MAX passes will be provided for Interns throughout their tenure.

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 Anna Miller at AMiller@komenoregon.org "Summer 2017 Volunteer Management Intern" in the subject line. Applications will be accepted until the position is filled.