



Special Events Intern June - September 2018

The mission of Susan G. Komen is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer. Join Komen Oregon & SW Washington in leading the way in breast cancer research, education, survivor and fighter support, and advocacy.

The internship program is designed to provide professional development opportunities to students by leveraging creativity, initiative, and enthusiasm. The ideal candidate is passionate about the Komen mission, and enhancing the programs and services provided by Komen Oregon & SW Washington.

All internships are unpaid. Special Events Interns will be asked to work 20-35 hours a week. Students may receive credit for internship hours. Monthly parking or Tri-met stipend of \$100 is provided.

Intern Job Description

Join us as an intern for the 2018 Portland Race for the Cure, and other premier fundraising events. Interns in this position will assist with community outreach and relationship building, event logistics and management, and event fundraising and marketing.

Responsibilities:

- Engage individuals and team captains to lend support with recruitment and/or fundraising; and, brainstorm new ideas to increase fundraising and team size
- Assist with logistics, sponsorship, collateral distribution, community outreach events, and fulfillment needs
- Welcome and inspire new and returning Race participants to be fully engaged, via calls, emails & events
- Create participation reports on a regular basis in fundraising/event management platform
- Assist with planning and execution of Row for the Cure, Kick for Komen, & Race for the Cure events

Qualifications:

- Proficient in Microsoft Word & Excel, ability to learn to software programs quickly
- Enjoys working with others, compassionate, a team-player
- Must be creative and able to work independently on projects
- Past fundraising experience desired
- Ability to lift boxes up to 40 pounds
- Must be able to work flexible hours, including some weekend and evening commitments
- Must be available on July 28 for Row for the Cure, and September 10-16 for Race for the Cure

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 Bridget Jamieson bjamieson@komenoregon.org "Summer 2018 Special Events Intern" in the subject line. Applications will be accepted until the position is filled.