

Volunteer Management 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 20-30 hours a week. Students may receive credit for internship hours. Monthly parking or Tri-met stipend of \$100 is provided.

Responsibilities:

- Recruit and lead 500+ past, current and new volunteers for events such as the Portland Race for the Cure and Row for the Cure
- Assist with the logistics, planning, and coordinating of volunteer roles at various events leading up to Race for the Cure
- Keep volunteer database organized, and create recruitment regular reports for Komen staff
- Secure and coordinate all volunteer thank you items
- Coordinate the distribution of all race promotion materials throughout Portland and surrounding areas
- Lead groups of volunteers in projects for event preparation and teardown
- Recruit volunteers and coordinate trainings for Komen's Speakers Bureau
- Call individuals and team captains to lend support with recruitment and / or fundraising; and, brainstorm new ideas to increase fundraising and team size
- Assist at health education events, fundraising events, and outreach events

Qualifications:

- Excellent verbal and written communication skills
- Program solving and creative thinking capabilities
- Leadership and/or volunteer management experience
- Must be able to work flexible hours, including some weekend and evening commitments.
- Ability to work independently and creatively on complex projects
- Friendly, outgoing, compassionate and not afraid to ask others for help
- Ability to lift boxes up to 40 pounds.
- Must be available on July 28 for Watercraft on the Water, 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 at bjamieson@komenoregon.org with "2018 Volunteer Management Intern" in the subject line. Applications will be accepted until the position is filled.