

Community Development Intern
Status: Intern (unpaid); Course Credit Offered
15-20 hours per week (15 hrs. minimum anytime M-F between 9am-5pm; consecutive two semester commitment preferred)
Reports to: Community Development Manager
Location: Tyler, Texas



Position Overview:

The Community Development Intern works closely with the Community Development Manager to support a variety of tasks to develop the community through outreach, education, event planning, and fundraising for the Komen mission. Strongly preferred: student currently pursuing a degree in Liberal Arts, Communications, Public Health, Community Health, Social Work or another closely related field.

The Community Development department oversees all fundraising efforts and events for Komen Greater CETX which consists of:

- Two key affiliate events (More Than Pink Walk, Big Pink Give)
- Third Party partnerships and events including Dine Out for the Cure, Rally for the Cure, and Schools for the Cure
- End of Year Giving Campaign
- Cleats for the Cure
- Pink Tie Guys
- Individual & corporate donations

Core Responsibilities:

- Assist with gift acknowledgment and donor database entry
- Research and prepare background for individuals, corporations and possible sponsorship/grant applications
- Support and attend special events and fundraising activities as needed
- Opportunity to own/manage various events/activities (Dine Out for the Cure, Schools for the Cure, etc.)
- Draft and proofread professional correspondence
- Assist in securing sponsorships and in-kind donations
- Support marketing with social media content
- Manage inventory of educational material and resources
- Coordinate with manager to represent Komen at community education events
- Assist with the identification of events for target audiences
- Assist manager with miscellaneous projects as needed
- Work with staff, and interns to assure communication is relayed on all events

Required Knowledge & Skills:

- Pursuing an undergraduate/graduate degree
- Comfort and familiarity with securing donations and related event planning
- Excellent communication skills, both oral and written.
- Dependable, reliable, honest & trustworthy
- Self-motivated, flexible team player with a positive attitude, demonstrate ability to multi-task and the ability to meet deadlines and adjust to changing priorities
- Comfort with soliciting/interacting with individuals & companies face-to-face, on the phone or via mail/email.
- Exceptional phone etiquette
- Demonstrate commitment to non-profit work
- Knowledge of Microsoft Office (Word/Excel) applications, email and donor management system preferred

Other:

- Must be 18 years or older
- Must have reliable transportation- travel within our 58-county service area may be required
- Must be able to lift 25 lbs. for an extended time period – you may be asked to participate in heavy set up for our events
- Hours may vary from the standard 9 am – 5 pm. Evening and weekends may be required.
- Must be 18 years or older and authorized to work in the United States
- Ability to work 15- 20 hours per week. Office hours are Mon– Fri, 9 am to 5 pm

Benefits:

- Get experience in the non-profit sector
- Receive "Hands on" ownership of projects, building experience and project management
- Gain collaborative and networking skills with multiple departments and customers both internally and externally

To Apply:

Please submit a cover letter and resume to intern@komengreatercetx.org. Include the intern job title and your first and last name in the subject line of the email.

Our Mission

To save lives and end breast cancer forever.

About Komen Greater CETX

Susan G. Komen® Greater CETX is a nonprofit committed to saving lives and fighting breast cancer globally. Komen Greater CETX is the only breast cancer organization attacking the disease on all fronts locally through education, screening, treatment, follow-up care, survivorship support, advocacy and research. The organization serves the women and men in a 58-county service area. We battle breast cancer by removing barriers to care for the uninsured and underinsured. Of the funds raised annually, Komen Greater CETX invests up to 75 percent into local community health care grants and educational initiatives; the remaining 25 percent is invested into global research studies to find the cures for breast cancer.