

More Than Pink Walk Intern

Reports to: More Than Pink Walk Event Manager
Position Status: Intern (unpaid); Course Credit Offered
Time Commitment: 15 hours per week minimum
(Anytime M-F between 9am-5pm)

****We prefer a two semester commitment for those applying for the summer**



Introduction:

The Walk Internship is an unpaid position designed to provide professional development opportunities to students wanting experience in behind the scenes event planning. This dynamic position will have you working on different projects during your time at Komen and your willingness to see the importance of the details will be the key to success. The ideal candidate understands the Komen Greater CETX Affiliate's vision/promise and is passionate about project management and process improvements especially in areas of events, logistics, and communications with internal and external customers.

Core responsibilities:

Communication

- Research and acquire vendor quotes and donations
- Collaborate with the More Than Pink Walk event committee members on event logistics
- Advertise the More Than Pink Walk through poster distribution and community event websites

Operations

- Collect all required vendor documents including insurance and invoices
- Assist in creating a master event production plan for staff, committee, and volunteers
- Produce site and tent layouts

Other Duties As Assigned Include:

- Assist in the planning process and execution of ancillary events leading up to the More Than Pink Walk
- Responsible for obtaining food donations for the More Than Pink Walk

Required Knowledge & Skills:

- Excellent verbal & written communication skills
- Strong time-management, organizational and research skills.
- Proficient in Microsoft Excel, Word and PowerPoint, Web research
- Strong Data organization skills and experience
- Quick learner with the ability to self-motivate
- Strong computer skills
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university
- Bi-lingual or multi-lingual skills are a plus
- Enrolled or hold degree in Communication Studies or Business Management
- Demonstrate commitment to non-profit work
- Knowledge of Microsoft Office (Word/Excel) applications, email and donor management system preferred
- 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

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
- A minimum of three days per week, with at least 4 hours per day.
- Hours may vary from the standard 9 a.m. - 5 p.m. based on upcoming events.

Benefits:

- Gain experience in the non-profit sector and event planning
- Receive "Hands-On" ownership of projects, building experience in project management and event execution
- 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.

About Susan G. 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.