



Race for the Cure Intern

Reports To: Executive Director

Position Status: Intern - unpaid – 30 hours/week - some nights and weekends

Basic Function

Contributes to overall success of Race for the Cure

Primary Responsibilities

RACE

- Work directly with the Central Tennessee staff and Race Committee offering support in all pre-planning and logistics involved with Race for the Cure®
- Coordinate all race committee meetings, responsible for taking notes, and organize materials.
- Assist in creating and preparing Race materials and other marketing collateral
- Organize and participate in registration opportunities
- Assist in coordinating logistics of the race
- Help solicit, maintain, and assist Race teams including communicating with team captains and potential registrants.
- Assist in preparation of packets
- Provide customer service to Race participants, team captains and Race sponsors
- Administrative support, including extensive phone work, email correspondence, and mailings.
- Process offline/mail-in gifts into an online database
- Assist with Pre-Race special event planning
- Work at pre-Race fundraising/special events
- Occasional research related to Race activities
- Other Race-related projects as assigned
- Develop relationships with the Brentwood community.
- Implement the planning of a Race Kick-Off event

Social Media for the race

- Facebook Personal Accounts
- Facebook Pages and Groups
- Twitter
- Hootsuite / Tweetdeck
- Google+
- LinkedIn
- YouTube / Vimeo
- Pinterest
- Blogging to include best uses of Tumblr / Blogger / WordPress

Office

- Email marketing newsletters
- Assist with maintaining web site and keep current with new events
- Assist with weekly eblasts and monthly e-newsletter
- Provide on-site assistance at affiliate events.
- While in the office, answer phones and respond to e-mail and phone inquiries
- Provide office administration support with filing, contracts, invoices, creating administrative binders, etc.
- Assist the staff and Committees as needed.

Time Requirements

Flexible time schedule is desired to cover occasional evening and weekend work.

Specialized knowledge requirements of the position:

Working knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint and Word)

Knowledgeable in social media

Excellent interpersonal skills

Clear verbal communication and writing skills

Fiscal and Operating Statistics

The Intern's efforts will contribute to the efficiency of the Operations, Development and Missions Team, while learning key skills in community health education and revenue generation will ultimately enhance our capability to save more lives through increased funds available for mission investment.

Please Send Resume and Cover Letter to:

info@komencentraltennessee.org

Unfortunately phone calls cannot be returned and resumes without a cover letter will not be considered.

About Susan G. Komen for the Cure ®

Susan G. Komen is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit outside of the federal government while providing real-time help to those facing the disease. Since its founding in 1982, Komen has funded more than \$920 million in research and provided more than \$2 billion in funding to screening, education, treatment and psychosocial support programs serving millions of people in more than 30 countries worldwide. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life

For more information, go to www.komencentraltennessee.org.