



Special Event/Social Media Intern Job Description

Position Title: Special Event/Social Media
Reports to: Camille Cannada
Position Status: 20 hours/week, nights and weekends may be required. Must be able to attend all races and prerace activities.

Basic Function:

To serve as the Affiliate Intern for all aspects of special event planning, third party events and social media. The Special Events Intern will work with the Communications and Events Coordinator and other team members in the planning, development, and execution of all events for the Central Tennessee Affiliate. The intern will be responsible for the implement social media and communications plan for our entire region.

Specific Responsibilities:

- Be the first point of contact for the organization on assigned days in the office
- Attend speaker's bureau training and assist in recruitment and training of others in breast health information.
- Research appropriate breast health information to utilize at events.

Assist with updating the Affiliate's website and all social media on at least a weekly basis.

Social Media

- Facebook Personal Accounts
- Facebook Pages and Groups
- Twitter
- Hootsuite / Tweetdeck
- Google+
- LinkedIn
- YouTube / Vimeo
- Pinterest
- Blogging to include best uses of Tumblr / Blogger / WordPress
- Attend Community Engagement Committee meetings and race meetings for the regions.
- Work with Communications and Events Coordinator to publicize all events for the Affiliate. Work with staff to write and distribute media releases, and implement communication and social media plan.
- Assist with coordination of event details, logistics, catering and other planning components of events and third party activities.
- Work with volunteers to create special event collateral materials including program brochures and auction descriptions.
- Responsible for planning and managing the holiday open house (depending on time of year)
- Attend events of the Affiliate as requested by staff.
- Perform other job-related duties as assigned by the Executive Director
- Enjoy working as a member of a team and working with a variety of volunteers

Position Qualifications

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®

About Susan G. Komen®

Susan G. Komen is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Since its founding in 1982, Komen has funded more than \$800 million in research and provided more than \$1.6 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. The Central Tennessee Affiliate is part of the world's largest and most progressive grassroots network fighting breast cancer. For more information, visit our website at www.komencentraltennessee.org.