



Special Events Intern

Reports to: TBD

Position Status: Intern - Unpaid –20 hours/week. Travel may be required.

Basic Functions:

To serve as the affiliate intern for all aspects of special event planning, third party events, and DIY fundraisers. The special events intern will work with team members in planning, developing, and the execution of all events for this affiliate. The intern may also assist with communications for certain events.

Specific Responsibilities:

- Be the first point of contact for the organization on assigned days in the office
- 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.

Potential Social Media Responsibilities:

- Facebook Personal Accounts
- Facebook Pages and Groups
- Twitter
- Hootsuite
- 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 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

If you have questions, please contact our office at 615-383-0017.

About Susan G. Komen®

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. To date, we've invested more than \$2.9 billion in groundbreaking research, community health outreach, advocacy and programs in more than 60 countries. 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, visit our website www.komencentraltennessee.org.