

Special Events Intern

Reports to: Chief Operations Officer

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

Basic Functions: To serve as the Special Events Intern for all aspects of special event planning, third party events, and community fundraisers. They will work with team members in developing, planning, execution, and follow-up for all events of the affiliate. The intern may also assist with communication and volunteer training for certain events.

Specific Responsibilities:

- Be the first point of contact for the organization on assigned days in the office
- Research and prepare appropriate breast health information to utilize at events
- Assist with updating affiliate events on social media (duties to be determined)

Potential Social Media Responsibilities:

- Facebook (business account) / Twitter / Instagram (business / non-profit account) / YouTube
- Hootsuite
- Attend Community Engagement Committee meetings and walk meetings for the affiliate
- Assist with coordination of event details, logistics, catering, donations, and other planning components of events and third party activities
- Perform other job-related duties as assigned by the COO and CEO

POSITIONS QUALIFICATIONS

Specialized knowledge requirements of the position:

- Working knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint and Word)
- Excellent interpersonal skills, verbal communication, and writing
- Performs well as a member of a team and while working with volunteers

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. This 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® and the Central Tennessee Affiliate

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 this disease. Komen has set a Bold Goal to reduce the current number of breast cancer deaths by 50 percent in the U.S. by 2026. Komen was founded in 1982 by Nancy G. Brinker, who promised her sister Susan G. Komen, that she would end the disease that claimed Suzy's life. Komen Central Tennessee is working to better the lives of those facing breast cancer in the local community. Through events like the Greater Nashville and Chattanooga More Than Pink Walk™, Komen Central Tennessee has invested more than \$10.1 million in community breast health programs in 41 counties and has helped contribute to the more than \$956 million invested globally in research.

For more information, call 615-383-0017 or visit komencentraltennessee.org.