



## Race for the Cure Internship

**Summary:** Susan G. Komen Louisiana® internships are unpaid educational opportunities in which students can learn operations and administrative aspects of a non-profit. The Race for the Cure Intern will work directly with the Affiliate staff and Race Steering Committee to assist with event management aspects of one of the Komen Louisiana Race for the Cure® events in Baton Rouge, Monroe or Shreveport.

**Internship hours** are flexible and based on the student's schedule and the school's requirements for credit completion. Tentatively 10 to 15 hours per week. Komen Louisiana Affiliate office hours for intern work are 9:00 am-5:00 pm Monday through Friday, in addition to some evenings and weekends.

**Term of Internship:** Internship will span over both Fall and Spring semesters. However, students with availability for only one semester will still be considered.

### Essential Duties and Responsibilities:

- Assist staff and Race Steering Committee with event logistics, details, and planning for the Susan G. Komen Louisiana Race for the Cure®.
- Assist with the management of mass mailing.
- Assist in creating Team Captain's newsletters.
- Provide customer service to Race participants, team captains and Race sponsors.
- Administrative support, including extensive communication via phone, email correspondence, and bulk mailings.
- Assist with Pre-Race special event planning.
- Work at occasional pre-Race fundraising or registration events.
- Assist with the planning and management of pre-Race Packet Pick-up distribution.
- Occasional research related to Race activities.
- Other Race-related projects as assigned.
- Assist in the planning and implementation of Team Captain's Kick-Off event.
- Assist in the management of Race media sponsorship deadlines and placements.
- Assist with securing vendors and tracking vendor information.
- Maintain and track event equipment.
- Assist with the management of mass mailing of Sleep in for the Cure packets.
- Assist with the management of post-Race reorganization.

### Requirements:

- Strong organizational skills
- Good communication skills, written and verbal
- Microsoft Office proficient
- Comfortable working with a diverse population
- Ability to work with a team and independently
- Willingness to learn
- Special event and leadership experience preferred, but not required

### Benefits:

- Gain valuable experience with an internationally recognized health care organization.
- Develop skills in non-profit management.
- Participation as an integral part of the Komen Mission: to save lives by meeting the most critical needs in the community and investing in breakthrough research to prevent and cure breast cancer.