



## Volunteer Development Intern

**Summary:** Susan G. Komen Louisiana® internships are unpaid educational opportunities in which students can learn operations and administrative aspects of a non-profit. The Volunteer Development and Events Intern will work directly with the Affiliate staff to assist in the development of volunteers and event management aspects of Komen Louisiana.

**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:** Internships are available Fall, Spring, and Summer semesters. Note: Students with availability for only one semester will still be considered.

### Essential Duties and Responsibilities:

- Work directly with the Volunteer Coordinator and/or staff to build a volunteer base for the following Affiliate events: BigWigs, Survivor Luncheons, Worship in Pink, Fit for the Cure, Dine Out for the Cure, educational outreach, Race for the Cure, and other events as needed.
- Research and recruit corporate groups, student, community and church organizations to participate in various Affiliate volunteer needs including events.
- Communicate directly with volunteers to set up time shifts and schedules for events (BigWigs, Survivor Luncheons, Dine Out for the Cure, Fit for the Cure, Race for the Cure, and others as needed).
- Assist with volunteer recruitment, orientations and acknowledgements.
- Contribute to the Affiliate website and social media as it pertains to volunteer development.
- Manage volunteer database and communications (i.e. volunteer e-newsletter) via Convio (volunteer management database).
- Assist with day-of-Race volunteer management.

### 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.