
Race for the Cure Intern

Term: Spring: January – May
Summer: May – August
Fall: August – December

Hours: 15-20 hours minimum per week; anytime M-F between 9am-5pm.

Position Status: Intern ; Course credit offered

Position Overview & Basic Function:

The Race for the Cure Intern will assist with various projects focused on our Race for the Cure event. The content will revolve around the area of special events, with opportunities to assist with event logistics, database management, mailings, social media marketing, and sponsorship fulfillment while responding to inquiries from the public about the Affiliate's Race for the Cure events.

Primary Responsibilities:

- Assist Race Manager with event logistics, details, and planning for one of the following Komen Wisconsin Race for the Cure events:
 - Madison – Saturday, May 19, 2018
 - Wausau – Sunday, August 12, 2018
 - Milwaukee – Sunday, September 23, 2018
- Track vendor information and event equipment.
- Respond to event correspondence.
- Assist with Race participant recruitment which may include assisting in marketing strategies as well as contacting targeted race participants via email/phone to cultivate relationships.
- Other duties as assigned.

Required knowledge and skills:

- Excellent communication, customer service and interpersonal skills.
- Strong time-management, organizational and research skills.
- Quick learner with the ability to self-motivate.
- Have strong computer skills, including strong experience in Microsoft Offices
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university.

Other:

- Ability to lift/carry 30 pounds; capable of standing for one hour or more.
- Position will need to use their personal computer.
- Candidate may be subject to a criminal background check.

Benefits:

- Experience in the non-profit sector.
- Event planning experience.

- Hands-on environment with individuals who respond to critical community issues.
- Develop above entry-level professional skills.

About Susan G. Komen Wisconsin:

Since 1999, Komen Wisconsin has invested over \$18 Million into the local community. This past year alone, vital services have been provided to women and men, including 2,684 screenings, 2,810 receiving support services, 1,671 diagnostic services and education to 25,805 people. Komen Wisconsin has also invested over \$6 Million in national breast cancer research. Together with sister affiliates across the country, Susan G. Komen is investing more than \$33 Million this year to fund 86 research projects. 44% of these are focused on metastatic research to understand and ultimately prevent the breast cancer that kills.

To apply: Please email cover letter and resume to Komen Wisconsin at info@KomenWisconsin.org. Include the intern job title and your first and last name in the subject line of the email.