

Special Events Internship – Fall 2017/Winter 2018

Term: December, 2017 – April, 2018 (flexible)

Hours: Schedule and hours will vary, ideally 8 – 12 hours a week; Ability to work occasional evenings and weekends for special events. Reliable and flexible scheduling preferred.

Position Status: Intern (unpaid)

Position Overview & Basic Function:

Are you a leader, a thinker or a doer? We need you now more than ever. Use your talents to help Komen Wisconsin fulfill its promise to save lives and end breast cancer forever! Every minute you spend helping gives another minute of hope to those affected by breast cancer.

General responsibilities may include:

- Assisting with the planning and coordination of our **MORE THAN PINK! Party** on March 21, 2018 and monthly Committee Meetings.
- Assisting with marketing creative, including the Save the Dates, Invitations, and RSVP's.
- Managing the event silent auction database.
- Designing timelines, calendars, reports, and diagrams for the event.
- Assisting with onsite event management (event steward), and set-up.
- Assisting in other office tasks, including writing thank you letters, updating documents, organizing inventory, and organizing post event reports.

Specific responsibilities:

- Assisting with special events sales process
- Assisting in on-site event execution to include set up, break-down and AV support
- Assisting with the development and maintenance of mailing, media and guests lists
- Assisting with answering phones and transferring calls to appropriate staff

Intern will gain and/or improve upon his or her:

- General communication skills
- Understanding of inner workings of a nonprofit organization
- Planning meetings
- Donation intake procedures and exceeding donor expectations
- Logistical Support of Special Events
- Knowledge of donor satisfaction and committee relationship building
- Ability to work in a fast-paced, mission-driven organization

Qualifications:

- Strong interpersonal, verbal (including phone work) and written communication skills
- Basic computer processing skills including Microsoft Office and Internet
- Interest in the Non-Profit Sector
- Interest in Special Events and/or Hospitality Industry
- College coursework or comparable work experience preferred

- Preference will be given to college juniors and seniors and those seeking academic credit

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