



Race for the Cure Intern

Job Description

Volunteer Reports To: Kyle Camberg, Race Manager

Summary: The promise of Susan G. Komen for the Cure: to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cure. The Oregon and SW Washington Affiliate of the Susan G. Komen for the Cure was founded in 1991. The local Affiliate serves the state of Oregon as well as Clark, Skamania, and Cowlitz counties in southwest Washington.

Komen for the Cure currently has an internship opening to assist in the pre-planning, logistics, and administrative duties necessary for the 2009 Race for the Cure®. The Komen Intern will work in a team atmosphere and have the opportunity to learn about a wide range of areas in a non-profit organization and major event planning.

Hours to be arranged (flexible approximately 8-10 hours per week). If desired, Komen for the Cure will work cooperatively to ensure college credit is received for this position.

Essential Duties and Responsibilities:

- Work directly with Komen Race Manager and Race Committee offering support in all pre-planning and logistics involved with the 2008 Race for the Cure®
- Administrative support, including extensive phone work, email correspondence, and mailings
- Process offline/mail-in gifts into an online database
- Assist with Pre-Race special event planning
- Work at occasional pre-race fundraising/special events
- Other projects as assigned

Requirements:

- Strong organizational skills
- Good communication skills, written and verbal
- Computer literate (Microsoft Office)
- Comfortable working with a diverse population
- Special event and leadership experience preferred

Benefits:

- All Race volunteers receive a volunteer t-shirt
- Knowledge that you are an integral part of an organization that contributes to the promise to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures.

We can't do it without you!

Updated: February 2009