



Race for the Cure Communications Intern

Summary: Komen Oregon is currently seeking an enthusiastic individual for an exciting internship opportunity that will support the Affiliate's communications and outreach efforts for the 2012 Race for the Cure.

This person will work under the guidance of the Affiliate Marketing Communications Coordinator to assist projects related to promoting the Komen Portland and Eugene Race for the Cure events.

This intern will work in a fast-paced, collaborative team atmosphere and have the opportunity to learn about a wide range of areas in a non-profit organization and major event planning.

Volunteer Reports To: Devon Downesmith, Marketing Communications Coordinator

Time Commitment: Hours to be arranged (flexible, approximately 10-15 hours per week, must work three days per week).

Essential Duties and Responsibilities:

- Implementation of the Affiliate Race for the Cure Distribution Plan (distribution of event collateral to local businesses, individuals and events throughout the summer)
- Provide outreach to targeted communities
- Work at occasional pre-race fundraising/special events
- Serve as primary support for booking media interviews/appearances
- Administrative support, including extensive phone work, email correspondence and some mailings
- Interest in marketing/communications and non-profit experience
- Other marketing/outreach projects as assigned

Required:

- Highly motivated, self-starter
- Organized
- Strong communication skills, both written and verbal
- Enthusiasm and positive attitude
- Ability to multi-task and work well under pressure
- Accountable with a somewhat flexible schedule

Preferred:

- Knowledge of the Hispanic community - previous experience working within the community is preferred
- Proficient in Spanish

Benefits:

- Vital work experience that will prepare you for any post-college professional endeavor
- Behind-the-scenes exposure to one of the biggest and most successful fundraising events in the nation
- Tri-met bus tickets