



**Outreach Intern
Portland Race for the Cure**
Job Description

Volunteer Reports To: Corporate Sponsorship Manager and Event Coordinator

Location: Portland

Summary: The Outreach Intern is responsible for securing and staffing events that promote Race participation, teams and volunteer opportunities. In addition the intern will assist with marketing and distribution of Race collateral.

Summer term (through Race day, Sunday, September 19): Hours are flexible, but may include weekends. Approximately 10-15 hours per week.

Essential Duties and Responsibilities:

- Research and identify events to promote the Race
- Work with high traffic businesses, malls, schools, associations to place Race collateral (posters, fliers, etc.)
- Staff events or coordinate volunteers for staffing
- Identify targeted distribution of collateral
- Assist with distribution of collateral
- Assist with Pre-Race special event planning
- Work at occasional pre-race fundraising/special events
- Attend monthly Race for the Cure meetings (third Thursday's in the evening) as well as Outreach meetings.
- Other projects as assigned

Requirements:

- Strong organizational and time management skills
- Ability to work independently
- Dependable and committed
- Good communication skills, written and verbal
- Computer literate (Microsoft Office)
- Comfortable working with a diverse population
- Special event and leadership experience preferred
- Transportation

Benefits:

- 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.
- Work experience

We can't do it without you!