



## **Race for the Cure Intern**

### Job Description

#### **Volunteer Reports To: Adam Green, Event Manager**

**Summary:** The Race for the Cure Intern will assist in the pre-planning, logistics, participant service and administrative duties necessary for the Eugene and Portland 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.

Interns will work 3 days a week for a total of 12-15 hours. Occasional weekend or evening availability depending upon our event schedule.

#### **Essential Duties and Responsibilities:**

- Work directly with Komen Event Coordinator, Event Manager and Race Committee offering support in all pre-planning and logistics involved with the Eugene and Portland Race for the Cure®
- Provide customer service to race participants, team captains and race sponsors
- 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
- Occasional research related to race activities
- 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:**

- 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 in an outstanding non-profit
- Tri-met bus tickets

***We can't do it without you!***