RACE INTERN

Reports To: Events Director
Position: Intern – 10-15 hours per week (flexible schedule) January 15, 2015 through May 1, 2015
Salary: Unpaid – Ability to earn college credit required

About Susan G. Komen San Antonio
Susan G. Komen for the Cure began in 1982 as a promise between Nancy G. Brinker and her sister Susan G. Komen who died of breast cancer at age 36. Komen has invested nearly $2.2 billion in breast cancer research and community outreach programs, becoming one of the largest global sources of funds fighting breast cancer.

Established in 1997, Komen San Antonio Affiliate has invested more than $16.5 million. Seventy-five percent supports local nonprofit programs providing vital breast cancer screening, treatment and education right here in San Antonio. The remaining 25 percent goes to the Susan G. Komen Grants Program for groundbreaking breast cancer research and scientific programs around the world. Historically, more than 100 percent of funds the San Antonio Affiliate sends to HQ come back to our community in research grants.

Basic Function
The Race Intern will assist the Events Director with various duties including grassroots marketing, revenue generation, social media strategies and writing campaigns.

Primary Responsibilities
- Assist the Events Director with logistical and fundraising efforts surrounding the 18th annual Susan G. Komen San Antonio Race for the Cure
- Work with local vendors to solicit bids for Race day services
- Recruit local cheer groups and bands to provide entertainment for Race day
- Represent Affiliate as needed at community fundraisers, speaking and networking events
- Work with local businesses to help them build Race for the Cure teams and fundraise for the event
- Assist with development and implementation of weekly Team Captain emails, meetings and webinars
- Solicit in-kind donations and fundraising incentives from local businesses when needed
- Provide on-site assistance at event set-up and on Race day (April 10-11, 2015)
- Respond to regular event correspondence via phone and email
- Other duties as assigned

Position Qualifications
- Excellent communication, customer service and interpersonal skills
- Must be comfortable speaking to groups of 10-50
- Must have own laptop computer
- A passion for writing and discipline to edit using AP style
- Strong time-management, organizational and research skills
- Quick learner with the ability to self-motivate and work in a team environment
- Undergraduate (Junior / Senior level) or graduate student required
- Must be able to attend Race for the Cure and set-up (April 10-11, 2015)
- Must have own transportation and willingness to travel throughout the City of San Antonio

Benefits
The Race Intern’s efforts will contribute to the efficiency of the Affiliate’s development and communications efforts while learning key skills in revenue generation and event logistics. The Intern will have the opportunity to work within the nonprofit sector and will develop a multitude of beneficial talents.

Only qualified candidates will be contacted for an interview.

Please Send Cover Letter and Resume to: Kara Hall, Events Director, at kara@sakomen.net
Internship Closing Date: December 19, 2014