**SPECIAL EVENTS 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.

**Primary Responsibilities**

- Assist the Events Director with marketing efforts surrounding current and new third party fundraisers
  - Compile listing of area businesses that would make great Komen partners
  - Make initial contact with new businesses; introduce Komen
  - Create social media and website copy for events
  - Research other Affiliates to find out what companies they are partnering with; what they’re promoting
- Develop and implement outreach and promotion plan for National Cause Related Marketing programs such as Rally for the Cure, Passionately Pink for the Cure, Bowl for the Cure and more
  - Compile listing of area golf and bowling associations
  - Make initial contact with associations; schedule time to introduce Komen
  - Assist with post-event follow-ups and thank you correspondence
- Solicit in-kind donations and fundraising incentives from local businesses when needed Represent Affiliate as needed at community fundraisers, speaking and networking events
- 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 Special Event 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