COMMUNITY EVENTS INTERNS

Reports To: Program Manager
Position: 8-10 hours per week (flexible schedule) – August 2015 through December 1, 2015
Position: Unpaid – Ability to earn college credit

Primary Responsibilities

Events:
- Participate in planning and implementation of Community Events program
- Support development of event logistics
- Coordinate with vendors, grantees and volunteers
- Day of event management and post event evaluation
- Work with Program Manager to strategize marketing and marketing material for events
- Work directly with Program Manager to establish and build Community Outreach Committee
- Maintains a working knowledge of Susan G. Komen’s mission and it’s programs
- Perform other related duties as assigned

Breast Cancer Awareness Month:
- Assist Program Manager with community health events, including material preparation, volunteer/speaker coverage and necessary follow-up
- Represent Affiliate at health fairs and speaking events when needed
- Track and maintain Affiliate volunteer, survivor and care package databases
- Respond to regular event correspondence via phone and email

Position Qualifications

- Excellent communication, customer service and interpersonal skills
- Must have own personal laptop computer
- Must have own transportation and willingness to travel throughout the City of San Antonio
- Strong time-management, organizational and research skills
- Must have strong comfort level with public speaking and presentations
- Excellent writing skills; AP style familiarity a plus
- Quick learner with the ability to self-motivate and work in a team environment
- Computer savvy (minimum Microsoft Office; Mac or PC design capabilities a plus)
- Willingness to work a flexible schedule and travel throughout the City of San Antonio
- Undergraduate (Junior / Senior level) or graduate student preferred

To Apply
Please send resume and a statement explaining your interest in Susan G. Komen San Antonio and the internship position to Bre Jamerson, Program Manager at bre@sakomen.net.

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 $17.2 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 for the Cure 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.