COMMUNITY RELATIONS INTERN

Reports To: Program Manager
Position: 12-15 hours per week (flexible schedule) – January 2016 through May 1, 2016
Position: Unpaid – will work with school to receive school credit

Primary Responsibilities

Programs and Events:
- Participate in planning and implementation of community programs and events
- Support development of event logistics
- Work with vendors, grantees and volunteers, if applicable
- Assist with day of event management and post event evaluation
- Work with Program Manager to strategize marketing and marketing material for events and programs
- Maintains a working knowledge of Susan G. Komen’s mission and it’s programs
- Perform other related duties as assigned

Race for the Cure:
- Recruit and place volunteers for the 19th annual San Antonio Race for the Cure
- Assist with development and implementation of Race volunteer communication, meetings and webinars
- Work directly with Program Manager to establish and build key volunteers
- Assist with Race material preparation, volunteer coverage and necessary follow-up
- Track and maintain Race volunteer database
- Assist with recruitment of local cheer groups to provide entertainment for Race day
- Provide on-site assistance at event set-up and on Race Day (April 8-9, 2015)
- Respond to regular event correspondence via phone and email
- Other duties as assigned

Volunteers
- Assist with volunteer applications and information requests to ensure appropriate follow-up is completed
- Assist with event planning and implementation for volunteer trainings, orientations and other education-related meetings
- 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

Marketing, Social Media and Website
- Assist with social media communication for mission-related campaigns
- Provide support with e-newsletter articles and website updates

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.