

The Leukemia & Lymphoma Society

Position Title: Special Events Intern

Supervisor: Lesley Sablatura (Campaign Coordinator – Special Events)

Objective of Internship

- To gain experience in the coordination of special events in a non-profit setting.
- To gain experience in the planning and implementation of special events including marketing, fundraising, logistics, writing, publicity, and evaluation.

Basic Description

- Assist Campaign staff in the implementation of multiple campaigns or projects for the Austin office of the South/West Texas Chapter of The Leukemia & Lymphoma Society.

Duties and Responsibilities

- Assists Campaign staff in the implementation plans for various special events
- Assists in preparing and/or coordinating the development of all materials required for the successful implementation of assigned special events including recruitment/promotional flyers and brochures, invitations, posters, newsletters, etc.
- Assists in implementation of publicity plans for assigned special events including press releases, media sponsorships, and story promotion.
- Assists in implementation of marketing plan for assigned special event including usage of direct mail, point of purchase, advertising, etc.
- Maintains a working knowledge of the LLS mission and its programs to address them.
- Performs other related duties as assigned.

Position Requirements

- Excellent oral and written communication skills
- Microsoft Office (Word, Access, Publisher, Excel, PowerPoint) skills helpful
- Ability to multi-task
- Enthusiastic, self-motivating, and goal oriented
- Highly organized and professional demeanor

Dress: Business Casual

Hours: Monday through Friday, 9:00am until 1:00 pm (can be flexible)
15-20 hours per week

Salary: non –paid, reimbursed for work-related mileage only; may receive academic credit

The mission of The Leukemia & Lymphoma Society is to find the cure for leukemia, lymphoma and other blood-related cancers, and to improve the quality of life of patients and their families.

For consideration, please fax cover page and resume to Lesley Sablatura at (512) 345-8470, or e-mail to sablatural@lls.org. Call (512) 343-7073 ext. 25 with questions.

Fast Facts

WHO WE

ARE:

The Leukemia & Lymphoma Society is the world's largest voluntary health organization dedicated to funding blood cancer research and providing education and patient services. Found in 1949, we are relentless in pursuit of our mission: to cure leukemia, lymphoma, Hodgkin's disease and myeloma, and to improve the quality of life of patients and their families.

WHAT WE

DO:

Investing in blood cancer research: The Society has invested more than \$360 million in research, \$40.1 million in 2003 alone. Programs like the Specialized Center of Research (SCOR), which brings together teams of scientists from different disciplines, and our Translational Research Program (TRP), which funds research with a high probability of producing innovative patient treatments in an accelerated time frame, have directly contributed to many breakthrough cancer treatments.

Research funded by the Society has led or contributed to advances such as chemotherapy, bone marrow and stem cell transplantation and new, targeted oral therapies such as Gleevec.

Providing critical information and support for patients and their families:

We made more than 445,000 contacts with patients and families in 2003, through our Information Resource Center (IRC), our award winning website and community-based patient service programs. We put people together with experts through Web- Casts and teleconferences, and provided professional education through seminars, to extend the altest finds to a broader professional audience.

Advocating for issues impacting blood cancer patients: With more than 15,000 advocacy volunteers throughout the country, our voice is being heard by those responsible for legislation to fund blood cancer research and educational programs.

WHY WE

DO IT:

The need is critical: More than 670,000 Americans have leukemia, Hodgkin or non-Hodgkin lymphoma or myeloma. Every five minutes, someone new is diagnosed with blood cancer. Every nine minutes, someone dies.

Leukemia is the leading cause of disease death among children under the age of 15. Lymphomas are the most common blood cancers and incidence increases with age. The survival rate for myeloma is only 31.5 percent. Incidence is twice as high among African Americans as for all other races.

HOW WE

DO IT:

As a nonprofit, we rely on the generosity of individuals, corporations and foundations. Seventy-six percent of funds spent advance our mission. Major, annual fundraising campaigns include Team In Training®, Light The Night® Walk, School & YouthSM Programs, Man & Woman of the Year and The Leukemia Cup Regatta.

WHERE

WE ARE:

In addition to our national headquarters in White Plains, NY, we have a network of 63 local chapters across the United States. Information on blood cancer diseases and support is available through our IRC and at www.LLS.org.