

## **Race for the Cure Intern**

**Reports to:** Francisco Sefair, Director of Development  
**Position Status:** Intern (unpaid)  
**Time Commitment:** 15-20 hours per week

### ***About Susan G. Komen® North Florida***

Komen North Florida is working to better the lives of those facing breast cancer in the local community. Through events like the Komen North Florida Race for the Cure®, Komen North Florida has invested \$1.92 million in community breast health programs in our five counties and has helped contribute to the more than \$800 million invested globally in research. Our Community Grants program is designed to make systemic, lasting change in our community. We are proud to have invested more than \$1.92 million locally since 1994.

### ***Position Overview and Basic Function:***

The Race for the Cure Intern will assist the Director of Development with various projects focused on the Komen North Florida Race for the Cure events. The duties will include assistants with Race-related special events, operational logistics, database management, mailings, social media marketing, sponsorship fulfillment, and responding to inquiries from public via telephone/email.

### ***Primary Responsibilities:***

- Assist with event logistics, details and planning of Race for the Cure and related events
- Track Vendor information and event equipment
- Respond to event correspondence
- Contact targeted race participants and Team Captains via email/telephone to cultivate relationships
- Develop copy for Team Captain Newsletters
- Provide on-site assistance with event set-up and Race day (October 15, 2016)

### ***Required Qualifications:***

- Excellent written, oral, and interpersonal communication skills
- Strong time-management, organizational and research skills
- Quick learner with the ability to self-motivate and remain flexible to changing priorities and tasks
- Computer savvy (minimum Microsoft Office; Mac or PC design capabilities a plus)
- Undergraduate or graduate student preferred

### ***Other:***

- Attend breast cancer-related events such as health fairs and grantee functions to promote Race
- Ability to lift and/or carry 30 pounds; capable of standing for one hour or more
- Requires some evenings and weekends
- Must have a personal laptop to complete Komen projects in the office and/or remotely
- Must have transportation and ability to travel throughout North Florida

### ***Benefits:***

- Opportunity to gain insight into the nonprofit sector
- “Hands-on” environment with the individuals who respond to critical community issues

**To Apply:** Process outlined in application. Forward required documents to [fsefair@komennorthflorida.org](mailto:fsefair@komennorthflorida.org)