

Susan G. Komen® Central Indiana Wabash Valley Events & Outreach Intern

Reports To: Tammy Lundborg, Community Manager

Position Status: Intern (unpaid)

Time Commitment: Minimum of 15 hours (flexible) per week – Fall Semester

Overview:

Susan G. Komen Central Indiana is looking for an Events & Outreach Intern in our Terre Haute office. This motivated individual will assist with various projects related to the Wabash Valley Race for the Cure and third-party fundraising events. Additionally, the intern will provide general Wabash Valley office support. As a representative of Susan G. Komen, this person will help to ensure overall customer satisfaction and success of Komen Central Indiana events, and to raise awareness about breast health services in central Indiana.

Primary Responsibilities:

- Assist Community Manager with overall planning for the Wabash Valley Race for the Cure, including event operations and logistics. Specific duties include, but are not limited to:
 - Assist with Race registration entries (via paper and online forms)
 - Respond to Race-related phone calls and e-mails
 - Team member recruitment and fundraising
 - Communicate with assigned Race Team Captains by phone, e-mail, and in person
 - Database management for the Wabash Valley Race for the Cure
- Assist in coordination of third-party events, acting as primary contact for events
 - Coordinate third-party contracts; ensure compliance with Komen Central Indiana guidelines
 - Incorporate Komen mission awareness into all events
 - Represent Komen Central Indiana at events as needed
- Provide general office support, including phone, e-mail, and general record keeping
- Other duties as assigned

Qualifications and Skills:

- Self-starter, with strong attention to detail
- Strong communication skills, both written and verbal
- Passion and excitement for the cause; ability to support and motivate others
- Comfortable discussing breast health and cancer-related topics
- Comfortable with technology, computer skills, internet, Microsoft office

Benefits:

- Opportunity to gain insight into the not-for-profit sector
- Hands-on environment with individuals who respond to critical community issues
- Develop above entry-level skills in event planning, community outreach and office management

To Apply:

Please submit resume and cover letter to the Community Manager, Tammy Lundborg, at tlundborg@komentcentralindiana.org. Please put intern job title and first and last name in the subject.

Susan G. Komen Central Indiana's mission is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.