

## Susan G. Komen® Central Indiana Event Coordinator Intern

**Reports To:** Development Manager

**Position Status:** Intern (unpaid)

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

*\*For Spring events internship opportunities, see our Race for the Cure Events Intern posting*

### Overview:

The Events Coordinator Intern is responsible for organizing, assisting in planning and leading fundraising events for the Affiliate. They will help to diversify and expand current fundraising strategies with emphasis on third-party events, national programs and special events, including the Pink Tie Ball, Project Pink and Wabash Valley Race for the Cure®.

### Primary Responsibilities:

- Assist in the coordination of special events and third-party fundraising programs by serving as a point of contact for event inquires
- Negotiate and maintain special event and third-party contracts; ensure compliance with Komen Headquarters' guidelines and requirements (including Race Agreement) and applicable laws
- Incorporate educational awareness into all events
- Provide event support in the areas of planning and implementation, sponsorship contracts, coordination and recording of RSVP's, volunteer coordination
- Assist in maintaining event and other fundraising-related items on Affiliate website
- Represent the Affiliate when necessary at third-party events
- Assist in preparing and maintaining timelines for events
- Organize and coordinate planning meetings for staff and volunteers involved in events
- Ensure all printed materials adhere to Komen Headquarters' Branding Guidelines
- Administrative support, including bulk mailings and record keeping
- Customer service support, including answering phone calls and responding to email inquiries
- Support Affiliate staff with other projects and events as needed

### Qualifications and Skills:

- Strong communication skills, both written and verbal
- Passion and excitement for the cause, ability to support and motivate others
- Comfortable with technology, computer skills, internet, Microsoft office
- Strong interpersonal skills and ability to work well with a diverse population
- A record of planning and supporting growth
- A professional nature with the ability to meet deadlines and establish priorities
- Organizational skills with thoroughness, timeliness, and detail when working under pressure

### 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

### To Apply:

Please submit resume and cover letter to [info@komencentralindiana.org](mailto:info@komencentralindiana.org) and write "Event Coordinator Intern" in the subject line.