

Susan G. Komen® Central Indiana Race for the Cure Event Intern

Reports To: Carley O'Connor, Development Manager

Position Status: Intern (unpaid)

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

Overview:

The Race for the Cure event intern will assist with various projects related to the Indianapolis Race for the Cure, including customer service support for registered participants, team member recruitment, fundraising, event logistics and operations support, database management, mailings and social media marketing, while responding to inquiries from the public about the event, helping to ensure customer satisfaction and overall event success.

Primary Responsibilities:

- Communicate regularly with assigned team captains by phone, email and in person leading up to the Race
- Regularly check-in with captains to provide updates on scheduled trainings and socials
- Data management related to the Indianapolis Race for the Cure
- Assist office staff with event logistics, details and planning for the Central Indiana Race for the Cure
- Assist with event registration
- Answer phone calls and emails from participants diligently, ensuring they get the help they need
- Other duties as assigned

Qualifications and Skills:

- Strong attention to detail, desire to help others, willingness to be pro-active
- 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 in the fields of event planning and management
- Develop above entry-level skills related to database management and customer service

To Apply:

Please submit resume and cover letter to info@komencentralindiana.org and write “Race for the Cure Events Intern” in the subject line.