Fall 2018 Susan G. Komen Charlotte Internship

**Events & Volunteer Intern**

**Overview:**

The Events & Volunteer Intern will assist Special Events and Volunteer Manager in the coordination of Komen Charlotte’s 22nd annual Race for the Cure. The content will revolve around the area of special events, with opportunities to assist with event logistics, volunteer coordination, database management, mailings, and sponsorship fulfillment, while responding to inquiries from the public about the Affiliate’s Race for the Cure events. Internship hours are flexible (15-25 hours per week) based on the student’s schedule and the school’s requirements for credit completion. The Komen Charlotte office hours are 8:30a.m.-5p.m. Monday through Friday, plus some evenings and weekends depending event schedule. **This is an unpaid position starting in August 2018 and ending December 2018.**

**Essential Duties & Responsibilities:**

* Collaborate with Komen staff, volunteers, and committee(s) in planning and promoting Affiliate events (specifically Race for the Cure 2018) and any 3rd Party Events.
* Establish and maintain positive donor and client relations by answering questions, assessing service needs, and resolving issues.
* Provide on-site assistance on October 5th and October 6th (Race Day)
* Data entry of constituent information into Convio (database system) and resolving questions
* Facilitate the efficient functioning and coordination of all Komen 3rd party events in relation to breast cancer awareness

**Requirements:**

* Excellent customer service & organizational skills
* Excellent communication skills, written and verbal
* Ability to prioritize, problem solve and multi-task under deadlines and pressure
* Ability to work with cross-functional teams with minimal supervision, in a fast-paced environment

**Benefits:**

* Gain knowledge and skills in a nationally recognized non-profit organization
* Enhance and/or gain skill development in event coordination and volunteer management
* Learning in a positive, flexible, supportive, and stimulating work place
* Opportunity to work and learn in a positive, flexible, supportive, and stimulating environment

**To apply:**
Please email a cover letter and resume to Lynda Anello, Operations Manager, at l.anello@komencharlotte.org. Please also put “Komen Charlotte Events and Volunteers Intern” in the subject of the email message. **Application Deadline: July 1, 2018**