



Puget Sound Affiliate of Susan G. Komen for the Cure® Position Description

Position Title: Race for the Cure Intern(s) – Spring 2013

Reports To: Race for the Cure Manager

Overview

The Race for the Cure Intern will provide support to the Affiliate Race for the Cure Manager, Race Co-Chairs, Volunteer Coordinator and Volunteer Race Committee members in order to achieve the goals of the 20th annual Komen Puget Sound Race for the Cure®. The Puget Sound Race for the Cure® will take place on Sunday, June 2nd, 2013 at Seattle Center. It is the largest annual fundraiser for the Komen Puget Sound Affiliate, and one of the largest 5K benefit events in Western Washington. This is an unpaid temporary position, part-time April 1, 2013 – June 7, 2013. There are currently two Intern positions open.

This internship is directly connected to communications theory and practice and will allow the intern to apply his/her skills and knowledge. Komen Puget Sound will provide mentorship through the Race manager including exposure to the local opportunities in the event planning, communications, and nonprofit fields. The intern will gain experience and have the opportunity to build his/her portfolio of communications work.

Major Functions

- Manage all Race related customer service issues and provide timely, sensitive, accurate assistance to all Affiliate stakeholders.
- Oversee all participant refunds and donation packages in Race database
- Oversee Race related volunteer projects as directed by Race Manager. Communicate volunteer needs with Affiliate Volunteer Coordinator and train volunteers in Race related duties.
- Data entry support as needed.
- Inventory supplies, awards, and prizes.
- Provide in-house support to Race related community outreach efforts as directed by the Race Volunteer Coordinator.
- Attend monthly Race Committee meetings; provide reports and support as necessary.
- Provide logistical support on projects such Race registration events, In-Store Registration, pre-and post-Race mailings, etc.
- Provide logistical support for special programs such as pre-Race promotional programs, Race day VIP activities and other programs that support the Race.
- Perform other duties as assigned.

Required Skills and Education

- Candidate must be available to work 15 hours a week
- Candidate must be available to work entirety of Race weekend (May 31st, June 1st and June 2nd, 2013)
- Keen interest in the mission of the Affiliate
- Experience and/or interest in non-profit fundraising and events coordination

- Experience and comfort with customer service a must
- Ability to work in a confidential setting, protecting confidential data and information
- Self-motivated individual with the ability to multi-task
- Willingness to learn new methods and skills
- Excellent written, verbal, and interpersonal communication skills. Effective presentation skills a must
- Technologically proficient; comfort with email programs and entire Microsoft Office Suite
- Preference given to applicants who have completed sophomore level college work
- Ability to lift and carry 30 pounds; capable of standing for one hour or more.
- Valid driver's license, personal insurance, and access to reliable vehicle required
- Candidacy will be subject to criminal background check

Contact:

**Send resume and cover letter to
Jennifer Teeler- Volunteer Coordinator
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www.komenpugetsound.org