



Events and Logistics Affiliate Intern

Reports To: Operations Manager
Intern Hours: Unpaid, 15 - 20 hours per week

About Susan G. Komen® and Komen Greater Fort Worth

Susan G. Komen is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Komen has set a Bold Goal to reduce the current number of breast cancer deaths by 50 percent in the U.S. by 2026. Komen was founded in 1982 by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life. Komen Greater Fort Worth is working to better the lives of those facing breast cancer in the local community. Through events like the Komen Greater Fort Worth Race for the Cure®, Komen Greater Fort Worth has invested \$24 million in community breast health programs in Tarrant, Parker, Johnson and Hood counties and has helped contribute to the more than \$920 million invested globally in research. For more information, call 817-735-8580 or visit komengreaterfw.org.

Basic Function:

Contributes to overall event and logistics planning efforts of Susan G. Komen Greater Fort Worth.

Primary Responsibilities:

- Assist with planning and execution of Komen Greater Fort Worth events:
 - Fort Worth Race for the Cure
 - Stock Show Goes Pink and other Third Party Events
- Assist with preparing committee and/or volunteer meetings which includes creating presentation materials and following up on status reports for each committee
- Other office and administrative projects to support the Operations Manager
- Other tasks as assigned by Komen Greater Fort Worth staff

Position Qualifications:

- Must be in pursuit of Bachelor's degree (preferably in Event Planning, Hospitality & Tourism, Fitness & Rec Sports, Recreation or Event & Sports Management) during the semester you wish to participate in the internship. Other majors will be reviewed on a case by case basis.
- Preferred previous work experience in office environment, but not required.
- Excellent written, oral, and interpersonal communications skills.
- Must be competent in Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word).
- Preferred experience with Adobe Illustrator, but not required.
- Self-motivated, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities.
- Outstanding organizational skills and the ability to multi-task.
- Preferred interest in non-profit organizations with a strong personal interest in Komen's mission
- Must be able to commit to at least a semester with the Affiliate

To Apply:

Please submit your resume and a cover letter to info@komengreaterfw.org