



Special Events Intern/Gala Intern

Position Status: Intern (unpaid)
Time Commitment: 15-20 hours per week, Monday-Thursday

Position Overview:

Susan G Komen Chicago is seeking a Special Events/ Gala Intern to assist the affiliate with various projects focused on our October Gala, primarily revolving around assisting with event logistics, database management, mailings, social media marketing, sponsorship fulfillment and responding to public inquiries. This position balances creative thinking with a basic understanding of project management and requires a diverse skill set. We are looking for a passionate and enthusiastic individual who will bring their organization and collaborative spirit to our team. Intern will work with staff to identify needs and fulfill requests. Start date as soon as August 5th.

This internship is unpaid, but Komen Chicago will work with your college or university for you to receive the appropriate college credits.

Primary Responsibilities:

- Fundraising responsibilities such as securing in-kind donations for silent & live auction
- Assist staff with event logistics, details, and planning for our "Betting on Pink" Gala, October 26th 2019
- Help coordinate and recruit a Gala Planning Committee
- Respond to event correspondence
- Assist with ticket purchasing which may include assisting in marketing strategies as well as contacting targeted attendees via email/phone to cultivate relationships
- Track vendor information and event equipment.
- Other duties as assigned

Required Skills & Education:

- **Must be able to attend the Gala set-up during the week prior to the event and our October 26th "Betting on Pink" Gala with Komen Chicago**
- Excellent communication, customer service and interpersonal skills
- Strong time-management, organizational and research skill.
- Strong social media skills and content understanding
- Quick learner with the ability to self-motivate
- Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel)
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university

Other:

- Ability to lift / carry 30 pounds; capable of standing for one hour or more
- Position will be able to use their personal computer

Benefits:

- Gain insight into the not-for-profit sector
- Hands-on environment with individuals who respond to critical health and community issues
- Develop above-entry-level skillset



About Susan G. Komen®

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 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 Chicago is working to better the lives of those facing breast cancer in the local community. Through events like the Komen Chicago Race for the Cure®, Komen Chicago since 1997 has invested over \$18.1 million in community breast health programs in our five county area, Cook, Lake, DuPage, Kane & McHenry and has helped contribute to the more than \$988 million invested globally in research.

To Apply:

Please submit a cover letter and resume to Meg Bleeker, Development and Volunteer Coordinator, at mbleeker@komenchicago.org. Please make the intern job title and your first and last name the subject line and indicate preferred start date and availability in the body of the email.