



**Position Title:** Marketing & Events Intern  
**Timeframe:** TBD  
**Reports To:** Marketing & Event Coordinator  
**Classification:** Internship (Unpaid)

### **Overview**

The role of the intern is to support the communications, marketing and public relations initiatives of the Dallas County Affiliate and to assist with logistical requirements of the Race for the Cure.

### **Primary Responsibilities**

- Assists with social media postings.
- Assist with media outreach, support press conferences and other media related needs or activities.
- Support Affiliate's marketing and communications initiatives, including but not limited to: writing content for collateral materials, support marketing opportunities, fulfill media sponsorship commitments and assist with e-mail campaigns.
- Assist with coordination of vendors for Race for the Cure.
- Assist with Race Committee communications and needs of committee members, including but not limited to preparation of instruction sheets and scheduling of meetings.
- Assist with answering phones to address Race questions and needs.
- Assist with calling Race participants and teams.
- Other duties as assigned.

### **Education/Experience/Requirements**

- Currently in college or higher, pursuing degree in marketing, event planning, creative design, sales, communications, public relations, or similar field
- Must be proficient in Facebook, Instagram and Twitter
- Must be proficient in all Microsoft Office programs
- Must maintain highest level of personal and professional integrity
- Must have strong interest in Komen's mission to end breast cancer forever
- Must have strong communication skills
- Must be able to handle fast-paced working environment and work well under pressure
- Must be able to multi-task and comfortable with working environment where tasks differ day to day
- Must be innovative, proactive, and creative thinker
- Prior experience assisting non-profits, strongly preferred
- Prior call center or customer service experience, strongly preferred
- Prior experience working in WordPress and Convio, preferred but not required
- Prior experience working with Adobe Creative Suite, preferred but not required
- Exercise discretion and good judgment
- Must be able to dedicate minimum of 20 hours per week to internship
- Ability to lift 25 pounds