



## Special Events Internship – Fall 2019

### Overview

The Special Events Intern will focus on completing projects and tasks that help engage people in the Komen Missouri mission through outstanding special events. The intern will work alongside Komen Missouri staff and volunteer committees to plan and execute a number of events including our signature fundraiser, the More Than Pink Walk and events around Breast Cancer Awareness month in October. This is an unpaid internship opportunity that offers valuable hands-on experience in event planning and management for a well-known nonprofit organization. Komen Missouri will gladly complete any necessary paperwork or reporting to ensure the intern receives course credit from his or her college or university. The intern reports to the Executive Director. Work hours are flexible based on the student's schedule and the school's requirements for credit completion.

### Accountabilities

The intern will work on a variety of event-related projects and be involved in numerous learning opportunities throughout the semester, which may include:

- Event Planning – help develop event project plans in collaboration with events committees (Big Wigs, Dine Out, etc)
- Project Management – help oversee implementation of event project plans, executing a variety of tasks and meeting numerous deadline
- Assist with the identification and solicitation of sponsorships, in-kind goods and services.
- Help cultivate relationships with event sponsors, participants, in-kind donors, vendors and volunteers
- Handle a variety of pre-event logistics and day-of-event tasks including, but not limited to setup, troubleshooting, participant relations, and cleanup
- Help with post-event stewardship of event sponsors, participants, in-kind donors, vendors and volunteers

### Qualifications

- Pursuing a degree in event management, meeting planning, hospitality, marketing or related field
- Excellent organizational skills and ability to manage multiple priorities
- Outstanding interpersonal, writing and verbal communication skills
- Ability to collaborate within a team environment and work with volunteers
- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Ability to work flexible hours and to carry event related items of up to 40 pounds
- Passion for making a difference working for a nonprofit organization

### Dates

Internship would start the week of September 3 and run until the week of December 9. Please apply by August 16.

### About Susan G. Komen Missouri

The mission of Susan G. Komen Missouri is to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures. Komen St. Louis is focused on meeting the breast health needs of the women and men most at risk and most in need in our community. Since 1999, the Affiliate has invested more than \$29 million in local breast health programs in our 38-county Missouri/Illinois service area and \$9 million in breast cancer research. Our vision is a world without breast cancer.

To apply, send resume and cover letter via email to: [info@komenmissouri.org](mailto:info@komenmissouri.org) with the subject line EVENTS INTERNSHIP. No phone calls, please. Applicants must have a mode of transportation to get to and from the office 1002 Hi Pointe Place, St. Louis, MO 63117 (near the intersection of Clayton and Skinker).