



**Event and Communications Intern  
Job Description  
Fall 2017**

**Event Planning**

- Assist with Race for the Cure planning and logistics.
- Make calls to thank and encourage top Race fundraisers.
- Assist in planning and implementation of Mobilize Your Pink campaign and in-person Race registration sites.
- Assist in the cultivation of auction items for Pinktacular Gala.
- Assist in planning and logistics of Pinktacular Gala.
- Assist with planning and logistics of Pink Tie Guy event.

**Marketing and Communications**

- Manage social media accounts (Twitter & Facebook).
- Draft and send press releases as needed.
- Media follow up calls on press releases and alerts.
- Review media list and conduct telephone audit to confirm contacts.
- Assist in updating the website.
- Assist in creation of email campaigns and newsletter content.

**General Office Assistance/Special Projects:**

- Assist the Development Department with tasks related to events, volunteer meetings, and mailings.
- General office work such as reception, filing, and data entry may be required.

**Value of internship to student**

- Develop public relations, advertising, and marketing skills and have tangible content for a personal portfolio.
- Develop contacts with businesses and nonprofit agencies in a 22-county area.
- Experience with a major event, the Race for the Cure, the largest 5K Race in Northeast Ohio.
- Experience in various fields of the non-profit industry, such as communications/ PR, finance, events & fundraising, volunteer management, and more.

**Skills required:**

- Working toward a degree in Communications, Public Relations, Graphic Design, Marketing or Non-Profit Management
- Strong written and verbal communication skills
- Ability to work independently
- Ability to do research independently
- Strong interest in non-profit management
- Organization skills
- Knowledge of publishing programs, Microsoft Office Suite

**Accountability:**

- This position is part-time for 2-3 days per week from September-December. This is an unpaid internship.
- Normal working hours are from 9am to 5pm with 30 minute lunch.
- Schedule can vary and can be coordinated with supervisors.

**Resumes and cover letters can be sent to Leslie Hurrell at [lhurrell@komenneohio.org](mailto:lhurrell@komenneohio.org)**