DEVELOPMENT INTERN, SUSAN G. KOMEN NEVADA

Posting ID: 2-HC395-090418-A2
Employer Name: Susan G. Komen Nevada
Employer Website: www.komennevada.org
Internship Job Title: Development Intern, Susan G. Komen Nevada
Internship Location: 1091 S. Cimarron Road, Suite A-4, Las Vegas, NV 89145

Salary: Unpaid (All HON 395 internships are for credit only)
Required Hours/Credits: 10 hours per week for 15 weeks; 3 credits
Seeking Majors In: All majors are welcome to apply
Class Standing: Juniors and Seniors

OVERVIEW

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 Nevada is working to better the lives of those facing breast cancer in all communities. Since inception, through events like the Komen Las Vegas and Komen Reno Race for the Cure®, Komen Nevada has invested more than $12 million in community breast health programs throughout the entire state and has helped contribute to the more than $920 million invested globally in research.

INTERNSHIP ROLES AND RESPONSIBILITIES

The Development intern will assist with various projects focused on areas of special events and events logistics, with opportunities to assist with corporate partnership outreach, donor communications, prospect research projects, data base management, mailings, event inventory, and digital marketing. Responsibilities are listed below.

- Assist staff with event logistics, details, and planning for all Komen Nevada Events.
- Research and create content for digital marketing, including special events, breast health/breast cancer awareness, education and news items
- Assist with the planning for More Than Pink Walk which includes: communications, logistics, volunteer and program support.
- Assist with affiliate special events including but not limited to National Program Events and Third-Party Events.
- Track Vendor information and event equipment

Interns will gain insight into the not-for-profit sector and how to respond to community health issues. They will also have the opportunity to develop database management skills.
REQUIRED SKILLS AND EDUCATION

- Ability to work some evenings and weekends. Flexible scheduling preferred
- Excellent communication, customer service and interpersonal skills
- Strong time-management, organizational and research skills
- Web and/or graphic design experience preferred
- Write new content for Komen Nevada Facebook, Twitter and other accounts promote Komen’s programs and drives website traffic
- Work with staff on digital marketing updates
- Quick learner with the ability to self-motivate
- Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel, PowerPoint)
- Must have a valid driver’s license and be willing to drive to events

HOW TO APPLY

Please submit your CV/resume, cover letter, and list of references to Cherlyn Spencer via email at cspencer@komennevada.org. All application materials are due by October 1, 2018.

MAIN CONTACT

Cherlyn Spencer, Affiliate Operations Manager, cspencer@komennevada.org, 702-822-2324

PLEASE NOTE:

If, after applying and interviewing, the employer offers the student an internship, the student must also complete the application process for HON 395. The full application process can be found at https://www.unlv.edu/honors/internships/apply.