Internship Opportunity for HON 395
Development/Special Events Intern

Posting ID: HC395-091420-SP21-b
Employer Name: Susan G. Komen, Nevada
Employer Website: komennevada.org
Internship Job Title: Development/Special Events Intern
Internship Location: Remote/Virtual; Business location: 1091 S Cimarron Rd Suite A-4, Las Vegas, NV
Salary: Unpaid (All HON 395 internships are for credit only)
Required Hours/Credits: 10 hours a week/3 credits
Seeking Majors in: Public Health, Health Care Administration, Human Services, Entrepreneurship, Finance, Business Administration, Management, Marketing, Communications, Journalism & Media Studies, and/or Urban Studies
Class Standing: Sophomores, Juniors and Seniors

OVERTVIEW
Susan G. Komen, Nevada is seeking a Development/Special Events Intern for Spring 2021. 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. Through events like the Komen Las Vegas and Komen Reno Race for the Cure®, Komen Nevada has invested more than $11 million in community breast health programs throughout the entire state and has helped contribute to the more than $920 million invested globally in research. The Development/Special Events Intern will gain insight into the not-for-profit sector, develop above-entry level skills in database management, and learn in a “hands on” environment with individuals who respond to critical community issues. This will be a virtual/remote internship.

INTERNSHIP ROLES AND RESPONSIBILITIES
The Development/Special Events Intern will assist the Development Manager with various fundraising areas, particularly in the area of special events and event logistics, with opportunities to assist with corporate partnership outreach, donor communications, prospect research projects, database management, mailings, event inventory and volunteers.

Primary Responsibilities:
- Assist with the planning for the 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.
- Communicate with More than Pink Walk Committee members via phone calls, e-mail and mailings
- Other duties as assigned.
Interns will also assist with social media, including e-newsletter campaigns, Facebook, Twitter, website and other digital media. This might include researching and creating content for social media posts, including breast health/breast cancer awareness, education and news items. Interns might also be asked to help track progress of the organization's social media growth, create a social media calendar for upcoming months, work with staff and social media virtual volunteers on training and/or social media updates, and research new social media trends and services.

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
- Quick learner with the ability to self-motivate
- Strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel, PowerPoint); Experience with database programs
- Excellent analytical skills
- Must be enrolled as an undergraduate student in the Honors College with a minimum 3.5 GPA
- Must have a valid driver’s license and be willing to drive to events (if health conditions and state guidelines allow for face-to-face events)

HOW TO APPLY

Please email your Resume/CV and a Cover Letter to Dawn Creech (dcreech@komennevada.org) by November 17, 2020.

MAIN CONTACT

Dawn Creech
Operations Manager
Susan G. Komen Nevada
P: 702.822.2324 | Direct Line: 702.331.5229
1091 S. Cimarron Road, Suite A-4 | Las Vegas, NV 89145
www.komennevada.org | dcreech@komennevada.org

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.