



AFFILIATE INTERN Marketing and Communications

Reports To Marketing and Communications Manager

Grade Intern - Unpaid – 15 - 20 hrs/wk

About Susan G. Komen® and Komen North Texas

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 has set a Bold Goal to reduce the current number of breast cancer deaths by 50 percent in the U.S. by 2026. 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 North Texas is working to better the lives of those facing breast cancer in the local community. Through events like the Komen North Texas Race for the Cure®, Komen North Texas has invested \$15.6 million in community breast health programs in 13 counties and has helped contribute to the more than \$920 million invested globally in research. For more information, call 972-378-4808 or visit komentnorthtexas.org.

Basic Function:

Contributes to overall marketing and communications efforts of Susan G. Komen North Texas.

Primary Responsibilities:

- Assist with external communications development in English and Spanish for the Affiliate.
- Assist with internal communications projects.
- Assist with Komen North Texas events.
- Maintenance and upkeep of Affiliate social media as directed by Marketing and Communications Manager.
- Development of creative materials to be used for Affiliate functions.
- Update contact information of media sponsors.
- Upload communications calendar into Convio system.
- Assist with input for Affiliate and Race eNewsletters.
- Other basic office and administrative support of the Marketing and Communications Manager.
- Other tasks as assigned by Komen North Texas staff.

Position Qualifications:

- Must be in pursuit of Bachelor's or Master's degree (preferably in business, marketing, communications, or sports administration) during the semester you wish to participate in the internship.
- Excellent written, oral, and interpersonal communications skills.
- Must be competent in Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word).
- Self-motivated, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities.
- Outstanding organizational skills and the ability to multi-task.
- Preferred previous work experience in office environment, but not required.
- Preferred interest in non-profit organizations.
- Preferred experience with Photoshop, Illustrator, or other graphic design tools.
- Strong personal interest in Komen's mission.
- Must be able to commit to a at least a semester (3 months).

To apply:

Please send a resume, cover letter, and creative sample to Hannah Beaty, Marketing and Communications Manager, at hbeaty@komentnorthtexas.org. Resumes submitted without a cover letter and creative sample will not be considered.

Creative samples can include but are not limited to:

- Blog postings
- Creative essays
- Graphic design pieces
- Newspaper or newsletter (electronic or print) articles

For any questions about this internship opportunity, please call the Komen North Texas Office at 972-378-4808.