

Marketing and Communications

Internship

Spring-Summer-Fall



Mission Statement of the Gloria Gemma Breast Cancer Resource Foundation:

Gloria Gemma's mission is to celebrate and nurture life in our local community before, during and after a breast cancer diagnosis by providing education, access to wellness resources and support programs to all those touched by cancer.

Job Overview:

Work to promote and prepare for Gloria Gemma signature events as related to the development department, which primarily involves, marketing, fundraising, public relations and some event planning. The internship may be done for academic credit, career exploration or service learning. The intern will work in a variety of activities and tasks including: press announcements, sponsor relations, organizing and project planning, data entry, event site management and related items.

Responsibilities:

The Gloria Gemma Breast Cancer Resource Foundation hosts several very different events throughout the year, and duties will vary according to the season and per the discretion of the intern's direct supervisor.

- Spreadsheet building and data entry
- Follow-through on sponsor and vendor requirements pre and post event
- Running errands related to events
- Communicating professionally and courteously with staff, volunteers, sponsors, and vendors via phone call, email, and in person
- Assist Gloria Gemma staff as needed with respect to event production and organization's needs
- Must be able to make phone calls to solicit information or donations
- Complete research projects via telephone and internet
- Assist in creating press releases
- Assist in creating marketing collateral for events

Qualifications:

Must have excellent written and verbal communication skills

Must be a great listener

Must be able to complete tasks with minimal supervision

Must be professional and responsible

Must have a genuine interest in helping people and having a positive impact on their lives

Must possess a valid driver's license

Must be proficient in Microsoft Office and have good computer and internet knowledge.

Must possess a sense of humor.

Supervisor: Reports directly to the Communications Manager

Unpaid

To apply for an internship, please email a cover letter, completed application and resume to Carol Donnelly, carol@gloriagemma.org