

Special Events & Operation

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 prepare for and carry out the Gloria Gemma signature events, focusing on special events, receptions, event production and operations-related tasks. Partake in a variety of activities including clerical and administrative tasks, assist with event planning and coordination. Assist with the setup and breakdown of event venues, conduct research directed toward particular events.

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
- Set-up, decorate and management of event spaces
- 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
- Volunteer Management
- Vendor Sourcing, contracting and management
- Ticket sales/RSVP tracking through data collection spreadsheeting
- Event site breakdown

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 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 Chief Operating Officer

Unpaid

To apply for an internship, please email a cover letter, completed application and resume to Bryan Sawyer, bryan@gloriagemma.org