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## Ulman Cancer Fund – Intern, Events & Marketing

**REPORTS TO:** Program Coordinator, Events & Marketing

**LOCATION:** 1215 E Fort Ave. Suite 104, Baltimore, MD 21230

**STANDARD OFFICE HOURS:** 9 AM- 5 PM, Monday-Friday, with some nights and weekends for Events (as assigned)

Ulman Cancer Fund for Young Adults (UCF) is a national non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

### POSITION OVERVIEW:

As an intern working with the Program Coordinator, Events & Marketing, you will be responsible for supporting UCF's Events and Marketing efforts. Working closely with the Program Coordinator and the Events Team, this position is an opportunity to gain hands-on experience in an open, fun, and collaborative environment. You will have the opportunity to raise awareness of the UCF Mission through the development and implementation of events and marketing strategies. You won't be asked to file papers, you'll be asked for your opinion!

**Based on skill and desire, specific position projects may include:**

#### Social Media/Marketing:

- Implementing social media campaign for the UCF Beard Off
- Recruitment of new participants for the UCF Beard Off
- Helping create interesting, effective and on-brand communications and marketing pieces

#### Events:

- Drafting and implementation of silent auction item solicitation strategy for the Blue Jeans & Bowties Ball
- Logistics and onsite support of Screw Cancer Brew Hope (Baltimore) or other UCF Events
- Volunteer engagement and committee management

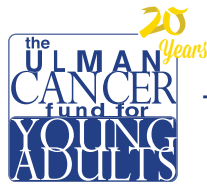
#### Special Projects as assigned

#### Qualifications/Skills:

- Social Media – understanding of latest trends and experience using social media channels including Facebook, Instagram, Twitter, and Snapchat
- Previous event planning experience preferred
- Creative thinker problem solver

[ulmancancerfund.org](http://ulmancancerfund.org) > 410.964.0202 > [info@ulmanfund.org](mailto:info@ulmanfund.org)

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- Flexibility
- Organization
- Passion for and understanding of the UCF Mission

**Educational requirements, credentials or licenses required:**

- High School Diploma required
- Marketing, Public Relations, Communications or related majors preferred

**To Apply:**

Interested candidates should submit a cover letter and resume to [jobs@ulmanfund.org](mailto:jobs@ulmanfund.org) with "Intern, Events & Marketing" as the subject line.

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