



## 4K for Cancer Intern

**Position Title:** Intern, 4K for Cancer

**Reports to Title:** Sr. Manager, Support Through Sport

**Location:** UCF Baltimore Office, 1215 E Fort Ave Ste 104

### Job Description

The 4K for Cancer Intern will assist the Program Coordinators and Program Manager with projects surrounding the 4K for Cancer program as the ride and run teams prepare for the summer.

### Learning Objectives:

- Participant recruitment strategies for peer-to-peer fundraising campaigns
- Best practices and fundraising strategies in the nonprofit setting
- Programmatic logistics and event planning

### Responsibilities:

- Manage required forms and track tasks completed by 4K participants
- Manage gear inventory and ordering process for 4K participants and supporters
- Assist in coordinating send-off and orientation events
- Assist with maintaining a social media presence for 4K program on Facebook, Twitter, Instagram, etc.
- Maintain a mission first approach to all UCF/4K for Cancer activity; and
- Other duties as assigned.

### What we require:

- Ability to work both independently and in a team setting
- Detail oriented
- Positive attitude
- Understanding of mission and programs of UCF
- Flexibility to attend both evening and weekend events and activities, as needed
- Excellent organizational and communication skills

To apply please send resume and cover letter to [sasha@ulmanfund.org](mailto:sasha@ulmanfund.org) by Dec. 5th, 2017

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

UCF Headquarters > 1215 East Fort Avenue, Suite 104, Baltimore, MD 21230 > Cancer changes lives... **SO DO WE!**