



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 by Dec. 5th, 2017

ulmancancerfund.org > 410.964.0202 > info@ulmanfund.org

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