

2016 Especially for You Race® Against Breast Cancer
Intern Opportunities

Opportunities are available for an intern to assist with planning and organizing our 26th Annual EFY Race on Sunday, October 9, 2016.

Structure: The EFY Race is organized by a group of more than 40 active community volunteers who work year-round to plan and organize this community event. These volunteers work on 16 Subcommittees. The chair person for each subcommittee is part of the Steering Committee.

Meetings: The EFY Steering Committee meets on the 4th Tuesday of each month January – November from 7:30 a.m. – 9 a.m. at Mercy Medical Center. The Subcommittee meetings vary and meet as needed.

Ideas for Opportunities:

Overall: Work with Race Director & Steering Committee

- Attend Steering Committee Meetings & Subcommittee Meetings
 - Assist with preparing agenda and materials needed for each meeting
 - Assist with data needed for committee members
 - Assist with overall management of committees
 - Assist with set-up, implementation & maintenance of secure committee portal/web pages
 - Maintain & update overall timeline, subcommittee action plans
 - Help with preparing information and responding to inquiries
 - EFY email inquiries and Race Phone Lines

Specific Areas: Work with specific subcommittees

- **Course Operations:**
 - Logistics – assist with determining the best location for all aspects of the event
 - Work with committee members & vendors to ensure all aspects are set-up, cleaned-up, etc.
 - Assist with communication & materials for City Special Events Committee, complete City special Event Application for submission and approval by City Council
- **Community Events:**
 - Create an EFY Ambassador Program
 - Develop training program & materials/Organize welcome breakfast/training session
 - Assist with planning events associated with EFY (Committee Members, Community Groups & Staff)
 - Date, Location, Agenda, Speakers, Logistics Set-Up, Catering, Marketing/ /Promotion /Media, Identify Volunteer Needs & Secure Volunteers to Meet those Needs, etc.
 - Sample events could include, but not limited to:
 - Power of Pink – Pink Lighting Ceremony (Mercy Medical Center & Alliant Energy)
 - Pink Ribbon on Mt. Trashmore
 - Mercy/EFY Day @ Downtown Farmers Market/Meet Me at the Market dates @ New Bo Market
- **Marketing:**
 - Update website & posts on social media
 - Assist in determining content & writing information as needed
 - EFY e-newsletters, Race Packets
 - Mercy Touch Magazine, Mercy Employee e-newsletters & Vital Signs
 - Presentations, Press releases
- **Team Recruitment:**
 - Assist with organizing & conducting Team Captain Workshops
 - Assist with data management
 - Assist in developing & implementing a retention & recruitment plan
- **Registration & Packets:**
 - Assist with processing registrations: paper & online
 - Assist with updating and maintaining registration database