

TEXAS 4000

FIGHTING CANCER EVERY MILE

Fall 2019

Texas 4000 is a small, Austin based non-profit dedicated to fighting cancer by spreading Hope, Knowledge, and Charity. Each year a group of University of Texas students raise money in this fight by riding their bikes from Austin, Texas, to Anchorage, Alaska. During the ride, they stop to share their inspirational stories along with powerful life-saving information about cancer prevention to towns big and small. The Texas 4000 family is not only comprised of these students, but the countless individuals who support this cause, such as the board of directors, sponsors, grantees, host families, donors, volunteers and interns.

We are currently looking for passionate individuals with an eagerness to learn about and help an amazing cause. The following internship opportunities will directly support the Texas 4000 organization and staff. Students interested in non-profits and their operations are encouraged to apply.

5-10 hours/week minimum desired. Internships will span from September 9th – December 6th, 2019 (exact dates are flexible). To apply, please send your resume, cover letter stating which position(s) you would like to be considered for, availability, and why you are interested in Texas 4000 to info@texas4000.org. Interviews will be held on a rolling basis.

Required Skills

No matter what position you apply for, we ask that you exhibit some of the following traits:

- Excellent organization & attention to detail
- Ability to problem-solve, learn quickly and follow instructions
- Ability to multitask & work with others or independently, if needed
- Strong written & verbal communication skills
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Knowledge of Social Media plus website platforms (Instagram, Facebook, Twitter, WordPress)
- Ability to maintain positive relationships with Texas 4000 riders, donors, and sponsors

Communications Intern

The Communications Intern will assist the Development, Program and Office Staff. Tasks may include:

- Coordinating the creation and scheduling of social media posts
- Researching and creating content highlighting:
 - Our sponsors
 - Educational content about cancer prevention & awareness

- Advertising about our events
 - Alumni highlights
 - Historical posts
- Monitoring social media comments
- Analyzing engagement metrics
- Creation of simple graphics
- Website updates
- Blog posts

Operations Intern

The Operations Intern will assist the Operations Manager and Program Staff. Tasks may include:

Program Operations

- Supporting events
- Generating reports
- Website Maintenance
- Program research
- Compile historic info about Texas 4000
- Managing program inventory (i.e.tools, bike parts, storage unit)

Office Operations

- Data management in Raiser's Edge, our donor management system
- Reconciling financial statements
- Managing merchandise inventory