



Spring 2020

Texas 4000 is a small Austin based non-profit where it is our mission to cultivate student leaders and engage communities in the fight against 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 and volunteers.

We are currently looking for passionate individuals with 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.

Required Skills

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

- Ability to learn quickly and apply common sense to detailed yet straightforward instructions
- Excellent organization, communication, attention to detail, writing and problem-solving skills
- Ability to problem-solve, learn quickly and follow instructions
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Ability to multi-task and handle multiple projects while staying organized
- Work well with our team of volunteers and riders or solo when needed

5-10 hours/week minimum desired. Internships will span from February 10th – May 15th (exact dates 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.

Events Intern

The Events Intern will assist the Events Coordinator and Associate Director of Development. Tasks may include:

- Market the ATLAS ride and Tribute Gala
- Create social media posts and marketing emails
- Perform research on vendors for the Finish Line, bike shops, and cycling groups

- Attend monthly ATLAS and Tribute Committee meetings (optional)
- Assist in managing participant fundraisers and creating donor and sponsor tax receipts
- Support the Texas 4000 staff as needed

Operations Intern

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

- Data management in Raiser's Edge, our donor management system
- Program research
- Compile historic info about Texas 4000
- Managing merchandise inventory
- Supporting and preparing for events
- Generating reports
- Website Maintenance
- Managing program inventory (i.e. tools, bike parts, gear)