

# TEXAS 4000

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## FIGHTING CANCER EVERY MILE

### Summer 2018

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 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 fundraising and special events programs, activities and projects, as well as provide administrative support to all areas within the organization as needed.

*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, writing and problem-solving skills
- 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 May 21st - August 17th, 2018 (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](mailto:info@texas4000.org). Interviews will be held on a rolling basis.**

#### **Public Relations & Host Communications (3 positions – 1 per route)**

The Public Relations and Host Communications interns will communicate with hosts and news/radio contacts along the route, as well as monitor the distribution of press packets for all three of the routes during the summer ride. In addition, the intern will monitor the documentation of the ride by organizing footage received by all three routes as needed. It is imperative that this intern has great verbal communication skills and enjoys speaking on the phone, a high attention to detail, as well as the ability to multi-task and balance a heavy workload along with having an eye for video and photography.

#### **Donor Relations & Information Technology**

The Donor Relations and IT intern will be responsible for working with our database of donors, which tracks all incoming donations and organizing them into donor levels for our records. Tasks include data management in our Blackbaud system (Raiser's Edge) and maintaining positive relationships with Texas 4000 donors and sponsors. This intern will also help with donor entry and general up-keep of the database, including but not limited to, merging contacts, entering individuals, and pulling reports. Previous database entry experience is not required but encouraged. Attention to detail, strong organizational skills, and an outgoing personality are highly recommended as this position can involve everything from directly speaking with donors to database management. We will provide all necessary training to any individual.