

## Cancer to 5K Intern

**REPORTS TO:** Program Coordinator, Cancer to 5K

**LOCATION:** 1215 E Fort Ave. Suite 104 Baltimore, MD 21224

**STANDARD OFFICE HOURS:** 9AM-5PM; some nights & weekends required

**Ulman Foundation** is a national non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

**POSITION OVERVIEW:** As an intern working with the Program Coordinator, Cancer to 5K, you will be responsible for supporting Cancer to 5K's recruiting and organizational efforts. Working closely with the Program Coordinator position, you will gain hands-on experience of nonprofit program management within an open, fun, and collaborative environment. You will have the opportunity to raise awareness of Ulman's mission through the development and implementation of active discussion, and execution of the Cancer to 5K program.

### Based on skill and desire, specific position projects may include:

#### Recruitment/Active Discussion

- Be a community advocate for the Ulman mission to increase organizational awareness
- Recruitment of new participants and volunteers for the Cancer to 5K program
- Brainstorm the creation of channels to reach broader audiences
- Conduct welcome calls for newly registered participants and check in calls for volunteer coaches

#### Program Execution

- Support logistics and preparation for all upcoming Cancer to 5K events
- Assist Support Through Sport while on the road during Cancer to 5K goal races and events
- Be active on social media campaigns, highlighting participant engagement

\*Special Projects as assigned

### Qualifications/Skills:

- Social Media – understanding the latest trends and experience using social media channels to engage with broader audiences
- Creative thinking and problem solving
- Outgoing Personality
- Attention to detail
- Passion for an understanding of the Ulman Mission

### Educational requirements:

- High School Diploma required

### To Apply:

Interested candidates should submit a cover letter and resume to [jobs@ulmanfund.org](mailto:jobs@ulmanfund.org) with "Intern, Cancer to 5K" as the subject line.

#### Ulman Headquarters

1215 East Fort Ave, Suite 104  
Baltimore, MD 21230

#### Ulman House

2118 East Madison St.  
Baltimore, MD 21205

#### [ulmanfoundation.org](http://ulmanfoundation.org)

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