



Mission/Community Outreach Internship

Summary: Susan G. Komen® internships are unpaid educational opportunities in which students can learn operations and administrative aspects of a non-profit. The Intern will work directly with the Mission and Special Projects Coordinator to assist in the development of the mission aspects within the service of the Greater New Orleans area.

Internship hours are flexible and based on the student's schedule and the school's requirements for credit completion. Tentatively 10 to 15 hours per week.

Komen New Orleans Affiliate office hours are Monday-Friday 9am – 5pm, in addition to some evenings and weekends.

Term of Internship: Internship will span over both Fall and Spring semesters. However, students with availability for only one semester will still be considered.

Duties and Responsibilities:

- Assist with the grants selection process
- Cultivate, implement, and/or direct volunteers in educational outreach opportunities with local businesses, civic organizations and churches etc.
- Assist with the development of the Affiliate's inventory of educational and outreach materials, maintain tracking system to identify the disposition of materials
- Provide support with mission aspects of the Affiliate website

Requirements:

- Strong organizational skills
- Good communication skills, written and verbal
- Microsoft Office proficient, WordPress, Convio, Salesforce, GeMS
- Comfortable working with a diverse population
- Ability to work with a team and independently
- Willingness to learn
- Special event and leadership experience is not required, but is preferred

Benefits:

- Gain valuable experience with an internationally recognized health care organization
- Develop skills in non-profit management
- Participation as an integral part of the Komen Promise: to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures