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