



Volunteer Development Internship

Summary: Susan G. Komen® New Orleans 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 Affiliate staff to assist in the development of volunteers and event management aspects of Komen New Orleans.

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:

- Work directly with the Volunteer Coordinator to build a volunteer base for the following Affiliate events: Salute to Survivors event, Summer Cure Chefs Wine Dinner and Race for the Cure®
- Research and recruit corporate groups, community and church organizations to participate in various Affiliate volunteer needs including events
- Communicate directly with volunteers to set up time shifts and schedules for events
- Assist with volunteer recruitment and orientation
- Contribute to the Affiliate website as it pertains to volunteer development
- Manage volunteer communications (i.e. volunteer e-newsletter) via Convio (volunteer management database)

Requirements:

- Strong organizational skills
- Good communication skills, written and verbal
- Microsoft Office proficient, WordPress, Convio, Salesforce
- 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