



Mission/Community Outreach Intern

Summary: Susan G. Komen® Louisiana 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 Strategic Outreach Coordinator to assist in the development of the mission aspects within the service of Komen Louisiana.

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 Louisiana Affiliate office hours for intern work are 9:00 am-5:00 pm Monday through Friday, 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 our grant development process [RFA].
- Assist with researching funding opportunities for the affiliate.
- Assist with the implementation of the Worship in Pink and Breast Health Educational Outreach Program and other events/projects as needed.
- Assist with advocacy efforts.
- Assist in creating mission messaging for social media and mass email (to include information on education, research, and outreach programs and events).
- Cultivate, implement, and/or direct volunteers in educational outreach opportunities with local businesses, civic organizations, and churches, etc.
- Occasionally represent Komen at local health fairs, educational speaking engagements, or other events as needed.
- Assist with the development of the Affiliate's Community Profile.
- Organize and maintain 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
- Comfortable working with a diverse population
- Ability to work with a team and independently
- Willingness to learn
- Special event and leadership experience preferred, but not required

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 Mission: to save lives by meeting the most critical needs in the community and investing in breakthrough research to prevent and cure breast cancer.