



Community Programs Intern June - September 2018

The mission of Susan G. Komen is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer. Join Komen Oregon & SW Washington in leading the way in breast cancer research, education, survivor and fighter support, and advocacy.

The internship program is designed to provide professional development opportunities to students by leveraging creativity, initiative, and enthusiasm. The ideal candidate is passionate about the Komen mission, and enhancing the programs and services provided by Komen Oregon & SW Washington.

All internships are unpaid. Students may receive credit for internship hours. Monthly parking or Tri-met stipend of \$100 is provided.

Summary:

This intern will work with the Community Program Manager and team to assist with community grants, education, outreach, and support programs, as well as events such as Race for the Cure. This internship will require 20-30 hours per week at the downtown Portland office.

Major Responsibilities:

- Facilitate verbal and written communications with various partners, volunteers, and organizations
- Support the Community Programs Department at committee meetings, program sessions, and events
- Assist with aspects of the grants program, education programs, and volunteer programs
- Coordinate the marketing and distribution of outreach and education events and programs
- Conduct data collection and organization

Requirements:

- Excellent communication skills, both verbal and written
- Experience with data collection
- Some evenings and/or weekends may be required. Must be available for the Portland Race for the Cure on September 15-16, 2018
- Good computer skills, including Excel, Word, Power Point
- Strong ability to organize complex projects and work independently
- Interest and experience in project and event management

To Apply

Komen Oregon is an EEO/AA/ADA employer committed to diversity and inclusion. All interested candidates must apply electronically by emailing a cover letter and resume to Bridget Jamieson at bjamieson@komenoregon.org with "Community Programs Intern" in the subject line. Applications will be accepted until the position is filled.