



Community Programs Internship

Susan G. Komen, Oregon and SW Washington was established in 1991 and provides education, advocacy, support and early detection resources to all counties in Oregon and three counties of SW Washington - Clark, Skamania and Cowlitz.

Our internship program is designed to provide professional development opportunities to students interested in learning about non-profit operations and programs. The ideal candidate has an understanding of the vision of Susan G. Komen and is passionate about the role they are applying for, as well as furthering our mission. All internships are unpaid, but students may receive school credit. Tri-met passes or \$100 towards monthly parking will be provided for interns.

Summary:

This intern will be working with the Community Program Manager and team to assist with the grants program, Breast Cancer Issues Conference, educational programs, data analysis, volunteer trainings, and other special projects on an as-needed basis. This internship will require 10-15 hours a week. Hours are flexible. Some evening and weekend opportunities will be available.

Time Frame: January 7, 2019 – March 22, 2019

Responsibilities:

- Facilitate verbal and written communications with various partners, volunteers, and organizations
- Attend various committee meetings for informational purpose and to act as secretary for meetings
- Assist with planning for various committees and events including preparation of training materials
- Support the Community Programs department on day-of-events.
- Assist with the grant review process
- Assist with marketing of events and distribution of educational materials
- Coordinate operations and data evaluation for educational events

Requirements:

- Excellent communication skills, both verbal and written
- Strong attention to detail
- Some evenings and/or weekend days may be required. Must be available on days of specific events, (Evening of February 26, Day of March 16)
- Strong experience with Excel, Word, Power Point, and the ability to quickly learn data management systems
- Strong ability to organize complex projects and work independently
- Interest and experience in program 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.