



Community Programs Intern June - September 2019

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 education, survivor and fighter support, advocacy, and research.

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 about enhancing the programs and services provided by Komen Oregon & SW Washington.

All internships are unpaid. Students may receive credit for internship hours. A stipend of up to \$100 is provided for monthly parking or a Tri-Met pass.

Summary:

This intern will work with the Community Program Manager and team to assist with community grants, data management, education, outreach, and support programs, as well as on events such as the More Than Pink Walk (formerly Race for the Cure). This internship will require 20-30 hours per week our office in downtown Portland.

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 More Than Pink Walk weekend - September 21-22, 2019
- 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 Yoli Flores at yflores@komenoregon.org with "Community Programs Intern" in the subject line. Applications will be accepted until the position is filled.