



## Community Programs Internship Winter 2020

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 Susan G. Komen Oregon & SW Washington in leading the way in breast cancer education, survivor and fighter support, advocacy, and research. Information on our programs can be found at [www.komenoregon.org](http://www.komenoregon.org).

Komen's 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, according to their school's policies. A Tri-Met pass will be provided.

### Summary:

This intern will be working with the Community Program Manager to assist with the Breast Cancer Issues Conference and other activities such as our grants program, Metastatic Breast Cancer Dinner Series, volunteer trainings, African American Initiative, and other special projects on an as-needed basis. This internship will require 20-30 hours per week our office in downtown Portland.

**Time Frame:** January – April 2020 (negotiable based on school schedule)

### Major 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 and education materials
- Support the Community Programs department on day-of-events
- Assist with the grant review process
- Assist with marketing and distribution of educational events and materials

### Requirements:

- Excellent communication skills, both verbal and written
- Strong attention to detail
- Some evenings and/or weekend days may be required.
- 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:

Susan G. Komen Oregon & SW Washington 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](mailto:yflores@komenoregon.org) with "Community Programs Intern" in the subject line. Applications will be accepted until the position is filled.