

# Internship Application



Name:

Date:

Email:

Phone:

Address:

City

State

Zip Code

Semesters Available to Intern:

Fall

Spring

Summer

Interest Area:

Development/Communications

Mission/Public Health

Why are interested in an internship with Susan G. Komen Houston?

Why should we consider you for this internship?

Fall Semester Applications due **August 1**.

Spring Semester Applications due **November 1**.

Summer Semester Application due **April 1**.

Submit application, cover letter, and resume to [internship@komen-houston.org](mailto:internship@komen-houston.org).



Where the end of breast cancer begins.™

## POSITION DESCRIPTION

**Position Title:** Development Intern

**Reports to:** Sr. Development Director

**Employment Status:** Temporary/Internship

**Hours:** 20-40 hours / week; Monday-Friday

## PROGRAM DESCRIPTION

Susan G. Komen® Houston is committed to saving lives locally and fighting breast cancer globally. Komen Houston is the only local breast cancer organization attacking the disease on all fronts through education, screening, treatment, support, advocacy and research and has set a Bold Goal to reduce the current number of breast cancer deaths by 50% by 2026. The organization serves women and men throughout Harris, Galveston, Brazoria, Chambers, Liberty and Montgomery counties battling breast cancer by removing barriers to care and eliminating health disparities. Established in 1990 by passionate volunteers, Komen Houston has granted more than \$53 million locally for breast cancer education, screening, treatment and research.

The Komen Houston Community Grants Program has funded more than 64 partners such as The Rose, Harris County Hospital District Foundation and Texas Southern University. These funded partners provide education, mammography screening, diagnostic and treatment services and support to underserved women and men.

## POSITION SUMMARY

The Development/Communications Intern will provide support for Komen Houston's staff including event logistics, development duties, administrative duties, and customer service. Additionally, the intern will have the opportunity to contribute their writing, social media and graphic design skills. This position will offer an opportunity to gain experience in donor management, researching prospects, project management, communications planning.

## PRIMARY RESPONSIBILITIES -

- Provide support as needed for Komen Houston Race for the Cure
- Research corporate sponsorship/giving opportunities
- Research individual giving opportunities
- Help prepare materials for donor solicitation
- Assist with the donor acknowledgement process
- Assist with individual/corporate stewardship
- Assist with mailings, filing, and special projects as needed
- Research for and write press releases and other projects
- Produce content for website and social media
- Assist with editing
- Assist with media outreach
- Monitor national and international media for relevant news
- Follow established Komen Houston policies and procedures

## MINIMUM QUALIFICATIONS

- Currently enrolled full-time or part-time undergraduate student in the area of communications, public relations, liberal arts, health, non-profit management, women's studies, public health administration or related field.
- Proficiency in Microsoft Office including Word, Excel and Outlook
- Interest in women's health, special events, non-profits, and marketing.

## PREFERRED QUALIFICATIONS

- Ability to work Summer and/or Fall Semester.
- Graphic design experience.

## SKILLS AND KNOWLEDGE

- Strong interpersonal skills and ability to interact with board members, committee chairs, staff and volunteers.
- Self-motivated team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.
- Organizational skills.

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## POSITION DESCRIPTION

**Position Title:** Mission Intern

**Reports to:** Sr. Director of Community Programs and Partnerships

**Employment Status:** Temporary/Internship

**Hours:** 12-20 hours / week; Monday-Friday

## PROGRAM DESCRIPTION

Susan G. Komen® Houston is committed to saving lives locally and fighting breast cancer globally. Komen Houston is the only local breast cancer organization attacking the disease on all fronts through education, screening, treatment, support, advocacy and research and has set a Bold Goal to reduce the current number of breast cancer deaths by 50% by 2026. The organization serves women and men throughout Harris, Galveston, Brazoria, Chambers, Liberty and Montgomery counties battling breast cancer by removing barriers to care and eliminating health disparities. Established in 1990 by passionate volunteers, Komen Houston has granted more than \$53 million locally for breast cancer education, screening, treatment and research.

The Komen Houston Community Grants Program has funded more than 64 partners such as The Rose, Harris County Hospital District Foundation and Texas Southern University. These funded partners provide education, mammography screening, diagnostic and treatment services and support to underserved women and men.

## POSITION SUMMARY

The Mission Intern will be responsible for several projects to enhance our Mission based programming. The intern will analyze funded partners reports, coordinate the grants

activities, assist with the metastatic breast cancer programs, assist with data collection from the Census and other sources, and other special projects as assigned.

### **PRIMARY RESPONSIBILITIES**

- Analyze the funded partners reports
- Assist with planning the grant-writing workshop and other grantee meetings
- Attend and coordinate the fall activities for the metastatic breast cancer program
- Assist with data collection of demographics, breast cancer statistics and breast health services
- Work with team to help Spanish-speaking callers seeking assistance
- Perform other duties as assigned
- Follow established Komen Houston policies and procedures

### **MINIMUM QUALIFICATIONS**

- Currently enrolled full-time or part-time undergraduate student in the area of health communications, non-profit management, women's studies, public health administration or related field.
- Proficiency in Microsoft Office including Word, Excel and Outlook

### **PREFERRED QUALIFICATIONS**

- Ability to work Summer and/or Fall Semester.
- Ability to speak and understand Spanish

### **SKILLS AND KNOWLEDGE**

- Strong interpersonal skills and ability to interact with board members, committee chairs, staff and volunteers.
- Self-motivated team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.
- Organizational skills.

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