

## POSITION DESCRIPTION



**Position Title:** Community Engagement Intern  
**Reports to:** Development Director  
**Employment Status:** Temporary/Internship  
**Hours:** 20-40 hours / week; Monday-Friday [two semester commitment preferred]

### POSITION SUMMARY

The Community Engagement Intern will assist the Susan G. Komen Houston Market with the volunteer program, focusing in the areas of recruiting, training, recognition, evaluation and overall management of volunteer platform. Attention to development and execution of programs, processes, communication and marketing are integral to success of both special events and mission initiatives.

### PRIMARY RESPONSIBILITIES –

- Creatively contribute to recruiting and recognizing volunteers for the Komen office, special events, and the Race for the Cure
- Facilitate recruitment through web postings and attending recruitment fairs
- Assist with Volunteer Orientations with opportunities to enhance public speaking and training skills.
- Represent Komen at volunteer fairs and special events
- Write communications (i.e. monthly E-Newsletter, blogs, social media posts)
- Organize corporate and group volunteer projects
- Database management and reporting

### MINIMUM QUALIFICATIONS

- Excellent verbal & written communication, customer service and interpersonal skills.
- Public speaking skills, a plus
- Strong time-management, organizational and research skills.
- Quick learner with the ability to self-motivate
- Have strong computer skills, including strong experience in Microsoft Office (i.e. Word, Excel)
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university
- Bi-lingual or multi-lingual is a plus
- 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.

### SKILLS AND KNOWLEDGE

Updated 3/23/2021 (MB)

- 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.

**Benefits:**

- Gain experience in the nonprofit sector
- Receive hands-on ownership of projects, building experience in project management
- Gain collaborative and networking skills with multiple departments and customers both internally and externally
- Gain experience in strategic planning and implementation of a public relations plan
- Ability to build on a work-based portfolio
- Gain experience working with internal and external stakeholders

Submit application, cover letter, and resume to [mbeasley@komen.org](mailto:mbeasley@komen.org). Internship application can be found at [www.komen-houston.org/get-involved/internship](http://www.komen-houston.org/get-involved/internship).

**About Susan G. Komen®**

In 1980, Nancy G. Brinker promised her dying sister, Susan, that she would do everything in her power to end breast cancer forever. In 1982, that promise became the Susan G. Komen® organization and the beginning of a global movement. What was started with \$200 and a shoebox full of potential donor names has now grown into the world's largest nonprofit source of funding for the fight against breast cancer. To date, we've invested more than \$2.9 billion in groundbreaking research, community health outreach, advocacy and programs in more than 60 countries. Our efforts helped reduce deaths from breast cancer by 40 percent between 1989-2016 and we won't stop until our promise is fulfilled. Susan G. Komen is the ONLY organization that addresses breast cancer on multiple fronts such as research, community health, global outreach and public policy initiatives in order to make the biggest impact against this disease.