



Mission/Education Intern

Reports to: Director of Mission and Education, Daveisha Moore

Position Status: Intern - Unpaid –20 hours/week. Travel required, will be reimbursed for mileage.

Education/Background requirements

Emphasis in Community Health/ Healthcare/ Public Health

Basic Function

Contributes to overall success of education and communications efforts of the Central Tennessee Affiliate of Susan G. Komen.

Mission/Education Responsibilities

- Attend education and grant meetings
- Coordinate and attend breast cancer related events such as health fairs and grantee functions
- Attend health councils in all counties
- Prepare materials for health fair tables
- Respond to requests for educational materials
- Research topics as assigned
- Coordinate and assist with Worship in Pink initiative
- Update speaker's bureau including training and recruitment
- Update information on health services for all of our existing and potential counties.
- Analysis potential counties and update current data on (white space) counties.
- Plan, and create individual videos of survivors.
- Create a relationship between breast cancer survivors and Komen Central Tennessee.
- Provide on-site assistance at affiliate events
- While in the office, answer phones and respond to e-mail and phone inquiries
- materials
- Provide office administration support with filing, contracts, invoices, creating administrative binders, etc. as needed.

Time Requirements

Flexible time schedule is desired to cover occasional evening and weekend work.

Position Qualifications

Specialized knowledge requirements of the position:

Working knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint and Word) and Social Media

Excellent interpersonal skills

Clear verbal communication and writing skills

Community health knowledge strongly desired

Experience collecting and analyzing primary and secondary data

Experience using surveys, focus groups or key informant interviews to collect community data a plus

Proven ability to compile, analyze and interpret data and figures is needed

Ability to adhere to established deadlines

Fiscal and Operating Statistics

The Intern's efforts will contribute to the efficiency of the Operations, Development and Missions Team, while learning key skills in community health education and revenue generation will ultimately enhance our capability to save more lives through increased funds available for mission investment.

Please Send Resume and Cover Letter to:

info@komencentraltennessee.org with an attached letterhead. Unfortunately, phone calls about internships cannot be taken and applications without a letterhead will not be considered.

About Susan G. Komen for the Cure®

Susan G. Komen is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit outside of the federal government while providing real-time help to those facing the disease. Since its founding in 1982, Komen has funded more than \$920 million in research and provided more than \$2 billion in funding to screening, education, treatment and psychosocial support programs serving millions of people in more than 30 countries worldwide. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life

For more information, visit our website www.komencentraltennessee.org.