

## Administrative Associate Intern

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**Reports to:** Chief Operations Officer

**Position Status:** Intern - Unpaid –20 hours/week. Travel may be required.

**Basic Functions:** The Administrative Associate Intern will coordinate the daily administrative duties and assist the regional office staff in daily functions and strategic direction of Susan G. Komen® Central Tennessee. Only available in our Chattanooga Regional office.

### Specific Responsibilities:

- Assistant with volunteer management – communication, utilization, and scheduling
- Manage daily office duties and enforce office protocols
- Assistant staff in maintaining event and community calendars
- Schedule, organize, and set up for trainings, workshops, and board meetings
- Manage correspondence with committee members, key volunteers, funding partners, sponsors, and advocates

### POSITIONS QUALIFICATIONS

#### Specialized knowledge requirements of the position:

- Working knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint and Word)
- Excellent interpersonal skills, verbal communication, and written communication
- Performs well as a member of a team and while working with volunteers
- Must be able to take and respond to direction
- Ability to multi-task
- Has initiative, dependability, follow through and is detail oriented

#### 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. This 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](mailto:info@komencentraltennessee.org). If you have questions, please contact our office at 615-383-0017

#### About Susan G. Komen® and the Central Tennessee Affiliate

Susan G. Komen® is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing this disease. Komen has set a Bold Goal to reduce the current number of breast cancer deaths by 50 percent in the U.S. by 2026. Komen was founded in 1982 by Nancy G. Brinker, who promised her sister Susan G. Komen, that she would end the disease that claimed Suzy's life. Komen Central Tennessee is working to better the lives of those facing breast cancer in the local community. Through events like the Greater Nashville and Chattanooga More Than Pink Walk™, Komen Central Tennessee has invested more than \$10.1 million in community breast health programs in 41 counties and has helped contribute to the more than \$956 million invested globally in research.

For more information, call 615-383-0017 or visit [komencentraltennessee.org](http://komencentraltennessee.org).