

Mission and Education Intern

Reports to: Manager of Mission and Education

Position Status: Intern – Unpaid – Minimum of 20 hours/week. Travel may be required.

Education / Background Requirements: Emphasis in Community Health, Healthcare, Public Health, and Social Work

Basic Function: Contributes to the overall success of education, community outreach, and communication efforts of the Central Tennessee Affiliate of Susan G. Komen®.

Time Requirements: Flexible time schedule is desired to cover occasional evening and weekend work (depending on time of year)

Mission and Education Internship Responsibilities:

- Attend education and grant trainings (depending on time of year)
- Coordinate and attend evidence based breast health and breast cancer related events such as community events, health fairs, grantee functions, etc.
- Prepare materials for evidence based community events
- Respond to and facilitate request for education materials and / or speakers
- Under the direction of the Manager of Mission and Education, prepare materials for quarterly Mission Newsletter
- Research topics as assigned
- Coordinate and assist with Komen Community Ambassador program
- Create and nurture relationships between those who have been diagnosed with breast cancer
- Coordinate and assist with the annual Worship in Pink program in Nashville and Chattanooga
- Update speaker's bureau including training and recruitment materials
- Update information on health services for our existing 41-county service area
- Provide on-site assistance at affiliate events as needed
- Respond to mission related emails and phone inquiries in a timely manner
- Provide office administration support for the Manger of Mission and Education as needed
- Assisting in the grants process (RFA, reviewing applications and the review panel) under the direction of the Manager of Mission and Education

POSITION QUALIFICATIONS

Specialized Knowledge Requirements:

- Working knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word)
- Excellent interpersonal skills, verbal communication, and written skills
- Knowledge of community health and health policy (strongly desired)

- Experience utilizing surveys, focus groups, and key informant interviews to collect community data as needed
- Proven ability to compile, analyze, and interpret data and statistics
- Ability to adhere to established deadlines
- Other job-related duties as assigned by the Manager of Mission and Education and CEO

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

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.