

Susan G. Komen Central Indiana Mission Intern

Reports to: Mission Director

Position Status: Intern (unpaid)

Time Commitment: Minimum of 15 hours (flexible) per week; Fall, Spring or Summer Semester

Overview:

The Mission Intern will provide support for all mission aspects of the Affiliate. Primarily assisting the Mission Director, this position will work on a variety of projects focusing on mission and community outreach. The ideal candidate is passionate about helping underserved communities and has an understanding of basic public health principles. This candidate will also be pursuing a degree in: Health Education, Public Health, Community Health or a related field.

Primary Responsibilities:

- Organize and maintain the Affiliate's inventory of educational and outreach materials, maintain tracking system to identify the distribution of materials
- Serve as a resource for breast health services in the Affiliate's service area, community organizations, medical facilities and health professionals
- Attend and assist with health fairs and disseminate affiliate event information to local healthcare providers
- Work to refine and implement outreach/education plan and grant administration
- Fulfill requests and supply grantees with educational materials, supplies, and miscellaneous requests
- Assist with GeMS data management (online grant request and reporting platform)
- Work with Mission Director on community data collection, analysis, interpretation and seek out trends
- Attend and assist with the Komen Ambassador training
- Provide support for mission aspects of the Affiliate website
- Provide customer service, field inquiries and support

Qualifications and Skills:

- Strong communication skills, both written and verbal
- Comfortable discussing breast health and cancer-related topics
- Comfortable with technology, computer skills, internet, Microsoft office
- Comfortable working with a diverse population
- Some college coursework required

Benefits:

- Opportunity to gain insight into the not-for-profit sector
- "Hands-on" environment with individuals who respond to critical community issues
- Gain skills related to the grant selection process, data analysis, data interpretation, GeMS software, etc.

To Apply:

Please submit resume and cover letter to Stephanie Laskey, Mission Director at slaskey@komencentralindiana.org. Please put intern job title and your first and last name in the subject of the email.