

Community Volunteer Engagement Intern

Reports to: VP Mission Services & Community Engagement

Position Status: Intern (unpaid)

Time Commitment: 15 hours per week minimum ****two semester commitment**

preferred**

(Anytime M-F between 9am-5pm)



Position Overview & Basic Function:

The Community Engagement Intern will assist the Vice President of Missions and Outreach in 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 More Than Pink Walk
- 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

Required Knowledge & Skills:

- 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

Other:

- Must be 18 years or older
- Must have reliable transportation– travel within our 58-county service area may be required
- Must be able to lift 25 lbs. for an extended time period – you may be asked to participate in heavy set up for our events
- Be able to work in a fast pace environment, be flexible.
- Hours may vary from the standard 9 a.m. - 5 p.m. based on upcoming events but be able to work a minimum of 15 hours a week.

Benefits:

- Gain experience in the non-profit sector
- Receive “Hands-On” ownership of projects, building experience in project management
- Learn collaborative and networking skills with multiple departments and customers both internally and externally
- Get networking opportunities with multiple University Career Services departments, local businesses and community organizations

To Apply:

Please submit a cover letter and resume to intern@komengreatercetx.org. Include the intern job title and your first and last name in the subject line of the email.

About Susan G. Komen® Greater CETX

Susan G. Komen® Greater CETX is a nonprofit committed to saving lives and fighting breast cancer globally. Komen Greater CETX is the only breast cancer organization attacking the disease on all fronts locally through education, screening, treatment, follow-up care, survivorship support, advocacy and research. The organization serves the women and men in a 58-county service area. We battle breast cancer by removing barriers to care for the uninsured and underinsured. Of the funds raised annually, Komen Greater CETX invests up to 75 percent into local community health care grants and educational initiatives; the remaining 25 percent is invested into global research studies to find the cures for breast cancer.