

Operations Intern

Reports to: Executive Director & Internship Coordinator

Position Status: Intern (unpaid)

Time Commitment: 15 hours per week minimum

M-F between 9am-5pm ****two semester commitment preferred****



Position Overview: The Operations intern will receive broad experience in many facets of the non-profit organization. This is perfect for the person to aims to find efficient and effective methods to support the operations and resources of the organization. Focus will be on creative problem-solving, organizing processes and communicating best practices and opportunities to our paid and volunteer personnel. This dynamic position will have you managing data one day, creating a lunch & learn wellness calendar another, and then researching vendors to lower costs and increase productivity. Ability to manage multiple projects and willingness to see the importance of the details will be key to success.

Primary Responsibilities:

Human Resources

- Recruitment, Hiring & Training of interns and staff
- Employee Wellness Program Planning & Implementation
- Staff & Volunteer Appreciation
- Training, Scheduling and Professional Development

Operations

- Assist with writing, editing and layout of policy and procedures documents
- Support general office duties and look for ways to make internal operations more efficient and productive
- Facilities, Purchasing and IT management
- Reporting and Analysis
- Accounting and Finance Support
- Other duties as assigned

Required Knowledge & Skills:

- Excellent verbal & written communication skills
- Strong time-management, organizational and research skills
- Proficient in Microsoft Excel, Word and PowerPoint, Web research
- Strong Data organization skills and experience
- Quick learner with the ability to self-motivate
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college within the past year
- Must be 18 years or older
- Must have reliable transportation – travel within our 58-county service area may be required
- A minimum of three days per week, with at least 4 hours per day.
- Hours may vary from the standard 9 a.m. - 5 p.m. based on upcoming events.
- 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

Benefits:

- Gain Experience in the non-profit sector
- Receive “Hands-On” ownership of projects and build experience in project management
- Collaborate and network with multiple departments as well as internal and external stakeholders

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.