

Education and Community Outreach Intern

Reports to: Vice President of Mission Services & Community Engagement

Position Status: Intern (unpaid); Course Credit offered

Time Commitment: 15-20 hours per week (15 hrs. minimum anytime M-F between 9am-5pm);

Two semester commitment preferred



Position Overview & Basic Function:

The Mission Services position is designed to provide professional development opportunities to students entering the work force in public health. The ideal candidate has an understanding of the Komen Greater Central and East Texas affiliate's vision/promise, has a strong understanding of basic public health principles and how to implement them in the non-profit sector, is passionate about helping the underserved communities, and is an independent thinker and reliable professional whom is dedicated to this position. Strongly preferred: someone currently pursuing or who has obtained a degree in Health Education, Social work, Public Health, Community Health, Sociology, Anthropology or a closely related field.

Primary Responsibilities:

Outreach/Education

- Work with Office Coordinator to order educational material; manage supplies and materials
- Work with VP of Mission to refine and implement outreach/education plan
- Write newsletter article communications with Hispanic and African American women's groups
- Assist with the identification of events for both groups
- Assist VP of Mission Services with miscellaneous projects as needed
- Work with staff, and interns to assure communication is relayed on all events and assist and seek assistance as needed

Community Profile

- Data analysis and interpretation; identifying trends
- Draft written reports
- Update Community Profile presentation as needed

Grantees

- Attend site visits
- Attend Round Table meetings
- Fulfill request and supply grantees with education materials and supplies
- Fulfill miscellaneous requests of grantees
- Assist with GeMS data management
- Provide preliminary data reports

Required Knowledge & Skills:

- Proficient in using MS Excel, MS PowerPoint, MS Word, and MS Outlook
- Strong interpersonal, verbal and written communication skills
- Efficient time management and responsible project planning skills
- Ability to work well under pressure and meet office deadlines
- Some college coursework or comparable professional experience
- Bi-lingual or multi-lingual skills preferred

Other:

- Commitment to completion of project assignments
- 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.
- Must have reliable transportation
- Hours may vary from the standard 9 a.m. - 5 p.m. based on upcoming events. Evening and weekends may be required.

Benefits:

- Gain experience in the non-profit sector
- Expand knowledge on the program
- Receive Grants Management experience
- Get "Hands-On" ownership of projects, building experience in project management
- Learn collaborative and networking skills with multiple departments and customers both internally and externally

To Apply:

Please submit a cover letter and resume to intern@komengreatercetxt.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.