



Position Title: Community Health-Mission Intern
Timeframe: TBD
Reports To: Director of Mission Impact and Outreach (MPH)
Classification: Intern (unpaid)

Overview

The role of the intern is to support the mission related activities of the Susan G. Komen Dallas County Affiliate through education, advocacy, and outreach programs designed to increase the awareness and knowledge of breast health as well as Affiliate activities.

Primary Responsibilities

- Assist with data gathering and data collection for Community Profile, an assessment of breast cancer needs in local communities.
- Assist with the preparation and submission of annual Education Reports and Grant Reports required by Komen National on a timely basis; list relevant outreach and education activities.
- Maintain database of grantees and potential grantees for RFP mailings.
- Assist with revamping volunteer program, including recruitment, training, and management.
- Develop a working knowledge of breast health resources and needs within the Affiliate's service area, supporting the mission of the Organization.
- Other duties as assigned.

Education

- Currently in college (junior or senior) or graduate school. Prefer students majoring in public or community health, social work, nursing, health sciences, or related disciplines.

Requirements

- An interest in and commitment to join Komen's fight to end breast cancer forever and to the Dallas County Affiliate's vision and its strategic plan.
- Strong interpersonal skills and proven ability to work effectively with a variety of people from diverse backgrounds, experience, knowledge levels, cultures, and communication styles.
- Strong verbal and written communication skills.
- Must maintain highest level of personal and professional integrity.
- The ability to work collaboratively with Dallas County community to achieve results.
- Proficient in Microsoft Office and ability to quickly learn web based applications.
- Strong organizational skills to plan, implement, and complete various tasks that will differ day to day.
- Creative thinker and exceptional reasoning ability with successful implementation of solutions. Self-motivated, team player with the ability to meet deadlines, remain flexible and adjust to changing priorities.
- Ability to work well under pressure, handle multiple tasks and adapt to readily changing situations.
- Exercise discretion and good judgment.
- Must be able to dedicate 10 to 20 hours per week to internship.
- Ability to lift 25 pounds.