



## Community Engagement & Development Intern

**Reports to:** Director of Operations  
**Position Status:** Intern (unpaid)  
**Time Commitment:** 20 hours per week minimum (anytime M-F between 9am-5pm)

### Position Overview & Basic Function:

The Community Engagement Intern will assist the Operations Director in the volunteer and internship programs. Focusing in the areas of recruiting, training, recognition, evaluation and overall management of these very important human resources. 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 and interns for Komen office, special events and Race for the Cure
- Facilitate recruitment through web postings and attending recruitment fairs.
- Assist with Komen 101 – Volunteer Orientations with opportunities to enhance public speaking and training skills.
- Represent Komen Austin at intern/volunteer fairs and special events
- Write communications (i.e. monthly E-Newsletter, blogs, social media posts)
- Organize corporate and group volunteer projects
- Coordinate ongoing training opportunities for interns
- 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
- Hours may vary from the standard 9 a.m. - 5 p.m. based on upcoming events.

### Benefits:

- Experience in the non-profit sector
- "Hands-On" ownership of projects, building experience in project management
- Collaboration and networking with multiple departments and customers both internal and external
- Networking with multiple University Career Services departments, local businesses and community organizations

### To Apply:

Please submit a cover letter and resume to [intern@komenaustin.org](mailto:intern@komenaustin.org). Include the intern job title and your first and last name in the subject line of the email.

### About Susan G. Komen® Austin

Susan G. Komen® Austin is an Austin-based nonprofit committed to saving lives locally and fighting breast cancer globally. Komen Austin is the only local breast cancer organization attacking the disease on all fronts – education, screening, treatment, follow-up care, survivorship support, advocacy and research. The organization serves the women and men in the city's five-county area battling breast cancer by removing barriers to care for the uninsured and underinsured. Of the funds raised annually, Komen Austin 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.