

## Education and Community Outreach Intern



**Reports to:** Vice President of Mission Services & Community Outreach

**Position Status:** Intern (unpaid); Course Credit offered

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

### **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 Austin 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, 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; seek out trends
- Draft written reports
- Update Community Profile PowerPoint 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 is a plus

### **Other:**

- Commitment to completion of an engagement in project assignments
- 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. Evening and weekends may be required.

### **Benefits:**

- Experience in the non-profit sector
- Program knowledge
- Grants Management
- "Hands-On" ownership of projects, building experience in project management
- Collaboration and networking with multiple departments and customers both internal and external

### **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.