



## **Mission Intern**

**Reports to:** Trista McGlamery, Mission Manager

**Position Status:** Intern (unpaid)

**Time Commitment:** 15-20 hours per week

### **About Susan G. Komen®**

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982 that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. The Greater Atlanta Affiliate, established in 1991, is one of over 100 Affiliates in the U.S. and Europe. In 2015, Komen Atlanta invested over \$1.5 million in grants to 16 local organizations funding lifesaving education, patient navigation, treatment support and treatment programs in our 13-county service area. Since 1991, Komen Atlanta has invested over \$44 million in local programs, funding potentially lifesaving services for underserved individuals.

### **Position Overview & Basic Function:**

The Mission Intern will work to ensure the mission of Susan G. Komen is spread throughout the Greater Atlanta Area. This position will work closely with the Komen grants process to provide services into our 13-county service area. This position will also work to identify needs in the community for education and assist with innovative measures to meet those needs. Internship duties will vary depending on the time of year the internship is completed. Below are examples of duties that may occur during the course of the internship.

### **Primary Responsibilities:**

- Assist in the community grants program that may include activities such as reporting, surveying, and data entry
- Assist in developing and implementing activities that address the gaps in uninsured/underinsured populations in service area through education and outreach efforts, as proposed in the Community Profile and set forth through a strategic plan
- Work collaboratively with Mission staff and volunteers to participate in appropriate community-sponsored educational programs, and appropriate Affiliate education initiatives within the Affiliate service area
- Update list of current Speakers Bureau members and identify potential members and assist with recruitment
- Seek out speaking/event opportunities for Speakers Bureau members
- Assist with connecting community to free breast health resources such as mammograms
- May assist with special projects involving the LGBTQ+, recent immigrant, African-American, and Latina communities, public policy advocacy, survivorship conferences, and coalition building
- Participate in lobby days, education events, and other advocacy opportunities
- Other duties as assigned

### **Required Skills & Education:**

- Strong organizational skills
- Good communication skills, written and verbal
- Microsoft Office proficient
- Comfortable working with a diverse population
- Ability to work with a team and independently



- Willingness to learn
- Bilingual or multilingual is a plus
- Must be enrolled in an undergraduate/graduate program or a recent graduate.

**Benefits:**

- Opportunity to gain insight into the not-for-profit sector
- Hands-on environment with individuals who respond to critical community issues
- Develop above entry-level skills