



Level II Mission – Education Internship Position Description
Term: February 2017 – May 2017

Susan G. Komen, Central Tennessee Affiliate, a non-profit organization, is currently looking for college students interested in an unpaid internship position in the field of Mission/Education for the Chattanooga Regional service area. This position will utilize the outcomes from the community profile analysis to work with existing and create new programs and initiatives to further community based collaborative development and education outreach platforms. Interns should be proactive, organized, be proficient in the Microsoft Office suite of programs/applications and have good written and verbal communication skills.

Work Area: Interns will have designated work space at the Komen Office located at 6025 Lee Hwy. Suite 203, Chattanooga, TN. 37421. Interns will also be expected to participate in field based initiatives off site of the office.

Qualifications for Interns:

- Have an interest in non-profit, community health education and community development/engagement
- Must have completed 2 years of college
- Possess strong interpersonal skills, proficient computer skills and the ability to multitask
- Have initiative, dependability and follow through
- Commit to 2-3 days a week (hours will be flexible)
- Be respectful of others and work well with a team
- Have dependable transportation

Basic Duties:

- Assist Regional Director and Affiliate Coordinator with implementation of the Komen Chattanooga Regional Mission Action Plan based on data gathered in the Community Profile for the 18 county service area.
- Keep updated spreadsheet for reporting of community contacts, programs and measureable community impact results
- Update Affiliate website with current educational information and educational event promotions
- Assist with current community education partnerships and identify new educational opportunities
- Utilize the Komen Ambassador groups for community program delivery, advocacy and brand/Mission development.
- Occasional travel within the 18 county regional service area. (very limited)

Training:

- Participate in an interview with the Regional Director and/or Affiliate Coordinator prior to service
- Complete a volunteer application
- Complete Volunteer Orientation and an overview of volunteer procedures
- Complete a Memorandum of Understanding outlining the expectations for the duration of the Internship
- Komen 101 (includes overview of Community Profile Summary)
- Breast Cancer 101

This internship offers considerable insight into the non-profit sector as well as building community and professional relationships beneficial for any career path.

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