

## **ADVOCACY/PUBLIC POLICY INTERN**

**Reports to:** Cindy Kruty, Director of Development & Mission Initiatives  
**Position Status:** Intern (unpaid)  
**Time Commitment:** 15-20 hours per week



### ***About Susan G. Komen® North Florida:***

Komen North Florida is working to better the lives of those facing breast cancer in the local community. Through events like the Komen North Florida Race for the Cure®, Komen North Florida has invested \$1.92 million in community breast health programs in our five counties and has helped contribute to the more than \$800 million invested globally in research. Our Community Grants program is designed to make systemic, lasting change in our community. We are proud to have invested more than \$1.92 million locally since 1994.

### ***Position Overview and Basic Function:***

The Advocacy/Public Policy Intern will support the mission of the Komen North Florida Affiliate in the areas of public policy and government affairs by providing administrative and programmatic support.

### ***Primary Responsibilities:***

- Assist with policy-related data entry
- Research and monitor state legislative issues related to Komen's priorities (including the Affordable Care Act), screening, and treatment
- Maintain federal, state, and local elected leaders contact and informational data
- Contact legislators/elected local leaders and staff members on behalf of Komen North Florida
- Update advocacy section of the Komen website/blog
- Research topics and updates to create stories for blogs
- Assist with communications regarding Affiliate advocacy and public policy to Komen San Antonio constituents
- Assist with advocacy/public policy committee affairs including preparation of materials, media & legislative updates, coordination and attendance of meetings, etc.
- Other duties and special projects as assigned

### ***Required Qualifications:***

- Excellent written, oral, and interpersonal communication skills
- Strong time-management, organizational, and research skills
- Quick learner with the ability to self-motivate and remain flexible to changing priorities and tasks
- Computer savvy (minimum Microsoft Office; Mac or PC design capabilities a plus)
- Undergraduate or graduate student preferred

### ***Other:***

- Ability to lift and/or carry 30 pounds; capable of standing for one hour or more
- Must have personal laptop to complete Komen projects in the office and/or remotely
- Must have transportation and ability to travel throughout North Florida

### ***Benefits:***

- Opportunity to gain insight into the nonprofit sector
- "Hands-on" environment with the individuals who respond to critical community issues
- Develop above entry-level skills

**To Apply:** Process outlined in application. Forward required documents to [ckruty@komennorthflorida.org](mailto:ckruty@komennorthflorida.org)