

## **Community Outreach 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 Community Outreach Intern will support the Affiliate's local breast health education initiatives. Komen's promise is to save lives and end breast cancer by empowering people, ensuring quality care for all, and energizing science to find the cures. The position includes programmatic duties, volunteer management, relationship development, and administrative support.

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

- Respond to inquiries for local breast health resources including Komen-funded and community-based screening, diagnosis, and treatment services for the medically underserved
- Present breast cancer information at local health fairs and Komen special events.
- Schedule volunteers for educational, third party, and Komen events; maintain volunteer database and track program support
- Survey volunteers regarding participation satisfaction, preferences, and availability
- Create and maintain breast health content for Affiliate social media platforms and updates to website as needed; assist advocacy/public policy with up-to-date breast cancer information
- Research and recommend strategies to increase Komen North Florida's educational outreach and overall impact

### ***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
- Ability to lift and/or carry 30 pounds; capable of standing for one hour or more
- Requires some evenings and weekends
- 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

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