

## Volunteer Programs Intern

**Reports to:** Stephanie Chan, Volunteer Programs Manager  
**Position Status:** Intern (unpaid)  
**Time Commitment:** 15-20 hours per week thru May 30, 2014

### 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 Chicagoland Affiliate, established in 1997, is one of 125 Affiliates in the U.S. In 2013, Komen Chicago invested nearly \$1.3 million in grants to 17 local organizations funding lifesaving education, patient navigation, treatment support and treatment programs in our five county service area. Since 1997, Komen Chicago has invested over \$13.5M in local programs, funding potentially lifesaving services for underserved and uninsured men and women.

### Position Overview & Basic Function:

The Volunteer Programs Intern will assist the Volunteer Programs Manager with various duties particularly in the areas of recruiting, orienting, recognizing, evaluating and overall managing of Komen Chicago volunteers. There will also be opportunities to assist with managing volunteers for affiliate special events.

### Primary Responsibilities:

- Assist with recruiting and placing volunteers for the Chicago Mother's Day Race for the Cure
- Assist with recruiting volunteers and interns through web postings and attending recruitment fairs.
- Assist with Komen 101 – Volunteer Orientations with opportunities to enhance public speaking and training skills.
- Attend health fairs and special events as a Komen representative.
- Assist in communications (i.e. monthly Volunteer E-Newsletter)
- Assist in organizing corporate volunteer projects
- Data entry of volunteer information into V2 and Convio (donor database)

### Required Skills & Education:

- Excellent communication, customer service and interpersonal skills.
- Public speaking skills, a plus
- Strong time-management, organizational and research skills.
- Quick learner with the ability to self-motivate
- Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel)
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university

### Other:

- Ability to lift / carry 15 pounds; capable of standing for one hour or more.
- Position will need to use their personal computer
- Candidate may be subject to a criminal background check.

### 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.

### To Apply:

Please submit a cover letter and resume to Stephanie Chan Vo, Volunteer Programs Manager, at [volunteer@komenchicago.org](mailto:volunteer@komenchicago.org). Please put the intern job title and your first and last name in the Subject of the email.