Community Health Programs/ Mission Intern

**Position Status:** Intern (unpaid)

**Time Commitment:** 15-20 hours per week, Monday-Friday

**Position Overview & Basic Function:**
The Community Health Programs Intern will assist and support the entire Mission team with projects related to the community grants, community outreach and education, advocacy and other essential components of our mission work. Under the supervision of the Community Engagement Manager, this position will coordinate the programming and community engagement for the signature Susan G. Komen® educational program called Key 2 Life, along with supporting outreach and dissemination of breast health information at health fairs across the five-county service area, to include Cook, Lake, McHenry, Will and DeKalb. Spring internships will begin January 2020.

This internship is unpaid, but Komen Chicago will work with your college or university for you to receive the appropriate college credits.

**Primary Responsibilities:**
Intern will be responsible for working on graphics for the following items:
- Serve as primary contact to include responsibility for scheduling, coordinating and attending Key 2 Life program and community health fairs as a representative of Komen Chicago
- Assist the community grants program to include reporting, surveying, and information distribution
- Respond to inquiries from the public about the Affiliate and breast health
- May assist with special projects involving groups such as LGBTQ+, communities of color, uninsured/underinsured and the medically disenfranchised and Komen Chicago mission work including public policy-advocacy, navigation workshops, conference planning, coalition building, Third-Party Events and general education outreach
- Other duties as assigned.

**Required Skills & Education:**
- Public health students or graduates strongly preferred
- Professionally-minded individual with interest in healthcare philanthropy, grant-making and community organizing
- Reliable and able to share education on breast health to communities in need
- Excellent writing, communication, customer service and interpersonal skills
- Strong time-management, organizational and research skills
- Quick learner with the ability to self-motivate
- Strong computer skills, including proficiency in Microsoft Office Suite (i.e. Word, Excel, PowerPoint)

**Other:**
- Position may need to use their personal computer
- Candidate may be subject to a criminal background check

**Benefits:**
- Gain insight into the not-for-profit sector
- Hands-on environment with individuals who respond to critical health and community issues
- Evolve above-entry-level skillset
- Mileage and other transportation costs will be reimbursed for all work-related travel
About Susan G. Komen®
Susan G. Komen is the world’s largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Komen was founded in 1982 by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy’s life. Komen Chicago is working to better the lives of those facing breast cancer in the local community. Through events like the Komen Chicago Race for the Cure®, Komen Chicago since 1997 has invested over $17.7 million in community breast health programs in our five county area, Cook, Lake, DuPage, Kane & McHenry.

To Apply:
Please submit a cover letter and resume to Meg Bleeker, Development and Volunteer Coordinator, at mbleeker@komenchicago.org. Please make the intern job title and your first and last name the subject line and indicate preferred start date and availability in the body of the email.