

**2018 Susan G. Komen Charlotte Intern Job Description**

**Title:** Community Outreach/ Race for the Cure Intern August – December 2018

**Reports to:** Sarah Bailey, Director of Community Health, 704-817-4078, s.bailey@komencharlotte.org

**Description and objectives:** Assignment Description: The intern will be very involved with everything related to our outreach department including breast health education, outreach (health fairs/presentations), advocacy and grants. This internship may include administrative support for the Race for the Cure event, assist in preparing Race materials, provide on-site assistance the day of the Race, and respond to email and phone inquiries about the event. The individual will also be involved in attending health fair(s), breast health promotion event(s), assisting with Pink Sunday follow-up (breast health education event held in April of every year for African American churches), and research.

Objective 1: Race for the Cure-Intern may assist with the preparation of the event, and provide technical assistance over the phone for Race for the Cure. Intern will assist with the Drive-Thru Registration days at the office, and provide on-site assistance the day of the Race.

Objective 2: Health Education-Intern will distribute health education materials, will attend at least one health education event (speaking event or staff a table at a health fair), and will manage the Pink Sunday Screening Challenge follow-up including compiling a database and reaching out to “challenge” participants for referrals and reminders. These activities will take place September- November 2018.

Objective 3: Research-Intern will research potential outreach locations and education partnership opportunities in the Komen Charlotte 13-county service area, and create a comprehensive spreadsheet.

**Time commitment:** Number of hours per week may vary, between 8:30am-5pm. This is an unpaid position starting in August 2018 and ending December 2018.

**Qualifications:** Proficient in MS Word and Excel. Excellent interpersonal skills/phone skills, customer service oriented, and well organized. Able to work with minimal supervision.

**To apply:**
Please email a cover letter and resume to Lynda Anello at l.anello @komencharlotte.org.