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## Mission Intern

**Term:** Spring: January – May  
Summer: May – August  
Fall: August – December

**Hours:** 15-20 hours minimum per week; anytime M-F between 9am-5pm.

**Position Status:** Intern; Course credit offered

**Primary Responsibilities:**

- Assist with the community grants program that may include activities such as reporting, surveying, and data entry.
- Help develop and implement activities that address the gaps in uninsured/underinsured populations in service area through education and outreach efforts, as proposed in the Community Profile Report.
- Work collaboratively with Mission Department staff and volunteers to participate in appropriate community sponsored educational programs, and Komen Wisconsin education initiatives within the Affiliate service area.
- Update list of current Speakers Bureau members, help identify potential members and assist with recruitment.
- Help connect community to free breast health resources such as mammograms.
- Assist with special projects involving the LGBTQ, recent immigrant, African American, Hispanic and Latina communities, survivorship conferences, and coalition building.
- Participate in education events and other public policy advocacy opportunities.
- Other duties as assigned.

**Required knowledge and skills:**

- Must be enrolled in an undergraduate or graduate degree program, OR be a recent college or university graduate.
- Strong organizational and interpersonal skills.
- Good written and verbal communication skills.
- Microsoft Office proficiency.
- Comfortable working with a diverse population.
- Ability to work with a team and independently.
- Willingness to learn.
- Bilingual or multilingual is a plus.

**Benefits:**

- Experience in the non-profit sector.
- Hands-on environment with individuals who respond to critical community issues.
- Develop above entry-level professional skills.
- Build a work based portfolio.

**About Susan G. Komen Wisconsin:**

Since 1999, Komen Wisconsin has invested over \$18 Million into the local community. This past year alone, vital services have been provided to women and men, including 2,684 screenings, 2,810 receiving support services, 1,671 diagnostic

services and education to 25,805 people. Komen Wisconsin has also invested over \$6 Million in national breast cancer research. Together with sister affiliates across the country, Susan G. Komen is investing more than \$33 Million this year to fund 86 research projects. 44% of these are focused on metastatic research to understand and ultimately prevent the breast cancer that kills.

**To apply:** Please email cover letter and resume to Komen Wisconsin at [info@KomenWisconsin.org](mailto:info@KomenWisconsin.org). Include the intern job title and your first and last name in the subject line of the email.