

## Community Health Intern

**Reports to:** Ariel Thomas – Community Programs Manager  
**Position Status:** Internship (unpaid)  
**Time Commitment:** 10-20 hours per week (End of August – December)

### About Susan G. Komen®

Nancy G. Brinker promised her 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 Chicago Affiliate of Susan G. Komen® was established in 1997. Since its founding, Komen Chicago has invested nearly \$17.7M in local programs, funding potentially lifesaving services for underserved and uninsured men and women.

### Position Overview & Basic Function:

The Community 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 Programs 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.

### Primary Responsibilities:

- 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:

- Opportunity to gain insight into the not-for-profit sector
- "Hands-on" environment with individuals who respond to critical community issues
- Mileage and other transportation costs will be reimbursed for all work-related travel

### To Apply:

Please submit a cover letter and resume to Ariel Thomas, Community Programs Manager, at [athomas@komenchicago.org](mailto:athomas@komenchicago.org). Please put the intern job title and your first and last name in the subject of the email.