



Internship Opportunities

Philadelphia Affiliate Susan G. Komen for the Cure Philadelphia Affiliate is seeking college interns to join its office staff. The internships offer a chance to join the leader in the fight against breast cancer, the Susan G. Komen for the Cure. Our internships offer flexible scheduling in our office, Monday through Thursday, 9 to 5 and Fridays 9 to 4. Some positions may require attendance at additional meetings and special events, and occasional evening and weekend hours. All internships are unpaid. All candidates should be enrolled in a college or university, exhibit strong organizational skills, be computer savvy, possess good customer service skills, and show enthusiasm.

Primary Duties:

Assist with projects related to programs, education, and fundraisers. Activities vary based on the season; year-round tasks include assisting with education seminars, health fairs, the grants program, special events and fundraisers. Respond to inquiries from the public regarding the Organization, breast health basics, special events, and the Race for the Cure®. Assist with database management, answering phones, mailings, maintaining inventory of merchandise/education materials, media and public relations.

Qualifications:

- Interest in non-profit sector, women's health issues, event management, development/fundraising or office administration assistance.
- Strong writing, speaking, customer service, organizational and computer skills.
- Detail-oriented, self-motivated, and the ability to work independently and with a team.
- Ability to work on several projects as once.

To Apply:

Please mail, fax, or email a cover letter, resume, and Intern Application to:

Intern Program
Philadelphia Affiliate of Susan G. Komen for the Cure
125 South 9th Street, Suite 202
Philadelphia, PA 19107
marlene@komenphiladelphia.org
215-238-8900 (phone)
215-238-1419 (fax)



Internship Application

Mr. Ms. Miss Mrs.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Day Phone: _____ Other Phone: _____

School: _____ Expected Graduation: _____

Major: _____ Minor: _____

What attracted you to Susan G. Komen for the Cure? (Check all that apply).

- | | |
|---|---|
| <input type="checkbox"/> The breast cancer cause. | <input type="checkbox"/> Interest in event management. |
| <input type="checkbox"/> Interest in non-profit management. | <input type="checkbox"/> To fulfill a school requirement. |
| <input type="checkbox"/> Interest in community outreach. | |

What skills/resources can you offer the Susan G. Komen for the Cure?

What dates are you available?

Start: _____ End: _____

What days are you available? (Check all that apply)

- | | | | | |
|-----------------------------------|-------------------------------------|-------------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons | | | |
| <input type="checkbox"/> Mondays | <input type="checkbox"/> Tuesdays | <input type="checkbox"/> Wednesdays | <input type="checkbox"/> Thursdays | <input type="checkbox"/> Fridays |

Number of hours you can work per week: _____

Please mail, fax, or email a cover letter, resume, and Intern Application to:

Intern Program
Philadelphia Affiliate of Susan G. Komen for the Cure
125 South 9th Street, Suite 202
Philadelphia, PA 19107
marlene@komenphiladelphia.org
215-238-8900 (phone)
215-238-1419 (fax)