



## Volunteer Programs Intern

**Reports to:** Director of Operations  
**Position Status:** Intern (unpaid)  
**Time Commitment:** 20 hours per week minimum (anytime M-F between 9am-5pm)

### Position Overview & Basic Function:

The Volunteer Programs Intern will assist the Volunteer Programs Manager with various duties particularly in the areas of recruiting, orienting, recognizing, evaluating and overall managing of Komen Austin volunteers. There will also be opportunities to assist with managing volunteers for affiliate special events.

### Primary Responsibilities:

- Assist with recruiting and recognizing volunteers for Komen office, special events and Race for the Cure
- Assist with recruitment through web postings and attending recruitment fairs.
- Assist with Komen 101 – Volunteer Orientations with opportunities to enhance public speaking and training skills.
- Attend intern/volunteer fairs and special events as a Komen representative.
- Write communications (i.e. monthly Volunteer E-Newsletter, blogs, social media posts)
- Organize corporate and group volunteer projects
- Data entry of volunteer information into database

### Required Knowledge & Skills:

- Excellent verbal & written communication, customer service and interpersonal skills.
- Public speaking skills, a plus
- Strong time-management, organizational and research skills.
- Quick learner with the ability to self-motivate
- Have strong computer skills, including strong experience in Microsoft Office (i.e. Word, Excel)
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university
- Bi-lingual or multi-lingual is a plus

### Other:

- Must be 18 years or older
- Must have reliable transportation
- Hours may vary from the standard 9 a.m. - 5 p.m. based on upcoming events.

### Benefits:

- Experience in the non-profit sector
- “Hands-On” ownership of projects, building experience in project management
- Collaboration and networking with multiple departments and customers both internal and external
- Networking with multiple University Career Services departments, local businesses and community organizations

### To Apply:

Please submit a cover letter and resume to [intern@komenaustin.org](mailto:intern@komenaustin.org). Include the intern job title and your first and last name in the subject line of the email.

### About Susan G. Komen® Austin

One in eight women will have to fight breast cancer in her lifetime. That’s why, since 1999, Susan G. Komen has been hard at work here in the Austin area raising money to provide breast cancer screening, education and medical services as well as financial and emotional support. In fact, up to 75 percent of the money we raise each year is put to work right here in Travis, Hays, Williamson, Bastrop and Caldwell counties to improve the lives of everyone affected by this deadly disease. The remaining funds go to national research to find better treatments and ultimately the cures for breast cancer. Learn more at: [www.komenaustin.org](http://www.komenaustin.org)

### About Susan G. Komen®

Nancy G. Brinker promised her dying 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.