



Programs Intern

National Breast Cancer Foundation, Inc.'s Internship Program consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The Internship Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge. Each Intern will be exposed to the daily tasks related to their educational track (projects, meetings, and creative brainstorming), as well as necessary corporate organization and administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a successful and well-established non-profit organization. We take the Intern's future interests into consideration and provide each Intern with an Advisor that will help guide them throughout the duration of their internship.

Full Job Description:

Title: Programs Intern

Reports To: Director of Programs

Work Schedule: Flexible, January through May (spring academic semester) 2023; 15 to 20 hours per week

Compensation: \$15.00 hourly wage

FLSA Status: Non-exempt, Part-time, Temporary

Key Responsibilities:

The Programs Intern will join the Programs team with an initiative to research and analyze potential new programmatic partners and projects as well as help develop and implement a program management training system.

Responsibilities will include:

- Conduct needs-based outreach to and research of hospitals and breast centers across Texas and US
- Produce charts, graphs, and written reports of research conclusions and recommendations for Director of Programs regarding programming opportunities
- Learn administrative details of patient services grant program and help manage program
- Develop training modules for continuity of grant program management

Qualifications:

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values
- Undergraduate or graduate student pursuing degree in business, public health administration or similar

National Breast Cancer Foundation, Inc. is a non-profit organization based in Frisco, TX. We are looking for individuals passionate about our mission, "Helping Women Now".

- Six months or more previous experience working (or schooling) virtually
- Proficient in Microsoft Office Suite
- Strong verbal and written communication skills
- Tech-savvy self-starter
- Analytical thinker with experience with numbers, statistics, reporting, etc.
- Hard working team player with a positive attitude
- Non-profit experience, volunteering, or strong community involvement a plus

Physical Demands and Work Environment:

- Safe office space, including internet access and a proper desk and chair required
- Frequently required to sit
- Continually required to talk or hear
- Continually required to utilize hand and finger dexterity
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard

Application Instructions: Please submit your resume (with cover letter) to HR@nbcf.org . We are excited for you to tell us why you'd like to join our team!