



Volunteer Program 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.

Full Job Description:

Title: Volunteer Program Intern

Reports To: Volunteer Program Manager

Work Schedule: February through June, up to 15 hours per week primarily in office

Compensation: \$15.00 hourly wage

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

Key Responsibilities:

NBCF is seeking a dynamic, self-starter to assist with volunteer recruitment, coordination, and management. This internship is an excellent opportunity to experience various aspect of volunteer engagement/management while working for a national non-profit organization.

Responsibilities will include:

- Assisting with the coordinating and scheduling volunteers for NBCF
- Ensure volunteers are properly utilized and engaged
- Respond to volunteer inquiries in a timely and efficient manner
- Assist with coordinating volunteer recognition activities
- Curating monthly volunteer newsletter content
- Research in-kind donation options for volunteer program
- Assisting with volunteer recruitment and outreach events

Qualifications:

- Team player, willing to help and support other employees and departments, engage staff events, and demonstrate company values.
- Completed or pursuing a degree from an accredited university preferably in a related field such as Business Administration, Nonprofit Management, Nonprofit Leadership Studies, or Public Health

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".

- Excellent interpersonal and communication skills, written and verbal
- Organized and detail-oriented
- Ability to manage priorities and workflow
- 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
- Regular attendance in company office
- Continually required to sit, stand, and/or walk
- Continually required to utilize hand and finger dexterity
- Continually required to talk or hear
- Frequently 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!