



**DR. SUSAN LOVE FOUNDATION**  
— for breast cancer research —

## **Internship Job Description**

### **Organizational Summary**

Dr. Susan Love Foundation for Breast Cancer Research is looking for a dynamic, energetic intern who is passionate about breast cancer research to assist various departments. You will be working closely with our marketing team to collaborate on all stages of marketing campaigns. Your insightful contribution will help develop, expand and maintain our marketing channels. You will also work closely with our development team, assisting on any upcoming events, donor acknowledgement, and general fundraising tasks. Your day to day will also consist of general operations assistance and responsibilities around the office to aid the team.

### **General Information:**

Applications accepted on a rolling basis. Internships are typically structured to begin and end within a school semester.

Commitment: Flexible depending on availability, Hours 15 – 20 hours per week as workload necessitates. This position reports to Marketing and Creative Manager.

Payrate: \$15/hour. College internship credit also available.

### **Purpose:**

Interns are an integral part of making Dr. Susan Love Foundation for Breast Cancer Research a successful, effective organization. This internship is an excellent opportunity to learn what it's like to work at a nonprofit, across all departments.

To be successful as an Intern, you should be willing to help with any tasks assigned by a supervisor. You will be involved in upcoming projects as well as assisting with current campaigns. The nonprofit intern will participate in nearly every aspect of the organization. This internship will play an integral role in the daily activities of the organization, as well as explore the inner workings of running a nonprofit. Whenever possible, time will also be allotted to facilitate projects related to an intern's specific area of interest.

### **Internship Requirements:**

- Excellent word processing and database management skills
- Experience with Microsoft Office Suite
- Excellent oral and written communication skills
- Strong organizational skills and professional demeanor
- Detail-oriented
- Positive attitude and thrives in a team environment
- A car is desirable
- Experience with and Raiser's Edge, Classy.org and Adobe Photoshop and/or In-Design is a plus

### **Potential Tasks**

- General office support
- Support marketing and development teams in daily administrative tasks
- Research and develop creative Social Media campaigns while tracking results.
- Assist in marketing and development fundraising activities (e.g. social media, direct mail and web)
- Assist with overall production of events as instructed by the Special Events Managers
- Assist with committee and/or staff meeting materials and follow up
- Assist in marketing and development fundraising activities (e.g. social media, direct mail and web)
- Perform market analysis and research on competition

### **Benefits**

- Gain hands-on experience working with the number one breast cancer nonprofit in California.
- Learn valuable skills in fundraising, communication, marketing and event production

### **About Dr. Susan Love**

Recognized for her fierce intellect, unrelenting tenacity, and laser-like focus, Dr. Susan Love is our quintessential Chief Visionary Officer. For the past 20 years, she has dedicated her career to the eradication of breast cancer and pioneered some of the world's more innovative research. From spearheading a partnership with NASA's Jet Propulsion Laboratory to map the breast ductal system, to harnessing the power of artificial intelligence in the preliminary development stages of a handheld, self-reading ultrasound for breast cancer screening in underserved populations, Dr. Love's goal remains simple and clear: to end breast cancer.