



DR. SUSAN LOVE FOUNDATION

— for breast cancer research —

Marketing & Communications 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 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. There will be a final project at the end of the internship where the intern will have the opportunity to present focused research on their topic of choice to the team including the Chief Executive Officer.

Internship Requirements:

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

Potential Tasks

- Support marketing & communications team in daily tasks including:
 - Managing info@drsusanloveresearch.org email
 - Campaign Monitor subscriber list maintenance
 - Scheduling social media posts in Hootsuite



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- Writing copy for social media captions
- Social media daily engagement and monitoring across all social platforms
- Proofreading of outward-bound marketing materials such as newsletters and social media
- Performing market analysis and research
- Assist on press release drafting
- Research and develop creative social media campaigns and track results
- Assist in marketing and development fundraising activities
- Assist with overall production of events
- Assist with committee and/or staff meeting materials and follow up

Foundation Description

Dr. Susan Love Foundation for Breast Cancer Research drives collaborative, cutting-edge research with nontraditional partners, primarily focused on fulfilling our mission of achieving a future without breast cancer and improving the lives of people impacted by it now. Many of the projects the Foundation undertakes are designed to increase our understanding of the human breast and what enables malignancy to occur, with the ultimate goal of developing methods to prevent it. We actively engage the public in our scientific research to ensure that it produces accurate and meaningful results. The Love Research Army, formerly the Army of Women, has served as a vital resource for breast cancer research for over 10 years. This year, in order to better reflect our longstanding commitment to fostering inclusive research, we rebranded the Army of Women as Love Research Army. Men, women, members of the LGBTQIA+ community, and non-binary people all get breast cancer. We are excited to be moving into a new decade with a name that reflects the desire and intent to include everyone in the research pool to study and end breast cancer once and for all.