

### **Position: Policy Intern**

The Cancer Policy Institute at the Cancer Support Community (CSC), the largest nonprofit provider of social and emotional support for people affected by cancer, is seeking a policy intern. This intern will be enrolled in an undergraduate or graduate program, ideally with a focus on public policy, public health, non-profit management, or related field.

The Cancer Policy Institute (CPI) at the Cancer Support Community formally launched in June 2013 and focuses its work in three targeted areas: Access to Care, Quality Care and Research. By partnering with the Cancer Support Community's *Research and Training Institute* (the only *Institute* to conduct cutting-edge psychosocial, behavioral and survivorship research) and the *Affiliate Network* of over 170 direct service locations, the *Cancer Policy Institute* is able to bring unique and meaningful insight into the cancer patient experience to policy discussions as well as advocate for evidence-based solutions that improve patient outcomes and overall cost.

The individual selected for this role will be a self-starter, with experience in public policy, public health, communications or other related fields.

The individual will be expected to work approximately 20-40 hours per week, as mutually agreed upon, in the Washington, DC office.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Assist the Cancer Policy Institute staff with policy-related research, writing and meeting attendance
- Assist the Cancer Policy Institute staff with promotion through blogs, social media, and other forums
- Help analyze survey data related to cancer patient experience; create charts and graphs
- Update policy content on the CSC website
- Assist with the development of CSC policy reports and projects
- Create documents as needed
- Internet research on cancer-related and policy topics
- Administrative tasks such as mailings, travel arrangements, scheduling
- Data entry as needed
- Other duties as assigned

### **IMPORTANT SKILLS AND REQUIREMENTS**

- Track record of effective use of technology
- Excellent listener and communicator who effectively conveys information verbally and in writing
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint
- Strong proofreading and editing skills
- Excellent interpersonal and organizational skills
- Highly self-motivated and directed, with attention to detail

### **HOW TO APPLY**

Interested candidates should submit a cover letter, resume and writing sample, directly to Kristen Santiago at [kristen@cancersupportcommunity.org](mailto:kristen@cancersupportcommunity.org) subject line: "CPI Intern".