CANCER SUPPORT COMMUNITY
A Global Network of Education and Hope

PAID AFFILIATE RELATIONS INTERNSHIP

The Cancer Support Community (CSC) is an international nonprofit organization in Washington, D.C., dedicated to making a difference in the lives of people impacted by cancer. We are seeking a detail-oriented and passionate student for our paid Affiliate Relations internship in the D.C. office.

Through this internship, you will gain valuable experience in website and database management, relationship building, the real-world implications of data analysis, nonprofit functionality, and much more. The Affiliate Relations intern will be an important and integral member of the team.

The ideal candidate for this position is a leader and problem-solver with a great eye for detail. Candidates must be comfortable talking on the phone, communicating via email, analyzing data in excel, and working independently in a fast-paced environment.

Job Responsibilities:

- Enter and maintain data in the CSC affiliate database (known as ADAPT)
- Update the affiliate section of the CSC website as appropriate, using an easy to use content management system called Druple
- Provide general support for Affiliate Leadership Conference planning
- Compile and send bi-monthly newsletter to affiliate leadership
- Assist in the analysis of affiliate financial data and update necessary spreadsheets
- Assist with other affiliate-related projects as necessary

Duration: 2017 Fall

Hours: 20 hours per week (flexible between 9 a.m. and 5 p.m., M-F); must be available in 4-8 hour blocks of time.

Salary: $10/hour

Location: McPherson/Metro Center/White House:
Cancer Support Community
734 15th Street NW, Suite 300
Washington D.C. 20005 | (202) 659-9709

Contact: Please email an original cover letter and resume to Allie Day, Coordinator of Affiliate Relations, at aday@cancersupportcommunity.org. In your cover letter, please tell us why you are interested in this internship opportunity and include your qualifications, start/end dates and weekly availability.