



## PROGRAM INTERNSHIP (PAID)

The Cancer Support Community, an international nonprofit organization in New York City, is looking for an organized, hard-working **undergraduate student, graduate student, or recent graduate** who is passionate about making a difference in the lives of people touched by cancer for our **paid** development and program internship. This intern will ideally have experience or studies in nonprofit management, public affairs, marketing/communications, public health, social work, or other related field.

Through this internship you will gain valuable experience in fundraising, donor stewardship, prospect research, program development and delivery, and much more. The ideal candidate for this position is a self-starter, with strong verbal and written communications skills, and a keen interest in the nonprofit sector. Nonprofit experience is preferred.

### **Job Responsibilities:**

Provide support to the program team by:

- Conducting corporate, foundation and individual prospect research;
- Assisting with grant writing and submissions;
- Assisting with mailings, and the creation of press kits and other materials;
- Assisting with event/meeting/conference preparation as necessary;
- Assisting with other Development-related projects as deemed appropriate;
- Assisting with administrative and reporting tasks for CSC's Helpline;
- Assisting with other Programs & Services-related projects as deemed appropriate;
- Assisting with general office and administrative activities;
- Conducting corporate, foundation and individual prospect research;
- Assisting with grant writing and submissions;
- Other duties as assigned.

### **Minimum Qualifications:**

- Proficiency in Microsoft Word, Excel & PowerPoint Excellent organizational skills;
- Ability to conduct all work in an ethical, honest and professional manner.

**Hours:** 20 hours per week (flexible hours between 9 a.m. - 5 p.m., Monday - Friday)

**Salary:** \$12 per hour

**Location:** Cancer Support Community - 165 West 46<sup>th</sup> Street, Suite 1002, New York, NY 10036

### **Contact:**

Please email an **original cover letter and resume** to Katie Dimond, Coordinator, Programs and Services [kdimond@cancersupportcommunity.org](mailto:kdimond@cancersupportcommunity.org) **In your cover letter, please tell us why you are interested in this internship opportunity and include your qualifications, start date and weekly availability.**

*\*Applications are accepted and considered on a rolling basis.\**

## **About the Cancer Support Community:**

The mission of the Cancer Support Community (CSC) is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community. In 2009, The Wellness Community and Gilda's Club joined forces to become the Cancer Support Community. The combined organization, with more than 50 years of collective experience, provides the highest quality social and emotional support for people impacted by cancer through a network of 50 licensed affiliates, more than 100 satellite locations, and a vibrant online community, touching more than one million people each year.

Backed by evidence that the best cancer care includes social and emotional support, the Cancer Support Community offers these services free of charge to men, women, and children with any type or stage of cancer, and to their loved ones. As the largest, professionally led nonprofit network of cancer support worldwide, the Cancer Support Community delivers a comprehensive menu of personalized and essential services including support groups, educational workshops, exercise, art and nutrition classes, and social activities for the entire family. In 2013, CSC delivered more than \$48 million in free services to patients and families. The Cancer Support Community is advancing the innovations that are becoming the standard in complete cancer care. So that no one faces cancer alone.