



Intern Program Opportunities

Health Educator

Duties and Responsibilities:

- Plan and implement cancer education strategies, interventions, and programs
- Hold and teach seminars focused on sharing information about cancer and incorporate various techniques and formats including group discussion, lecture, role play, etc.
- Conduct research related to cancer and share information learned to the public
- Research for new insights and innovative solutions about cancer as a public issue
- Hold new and existing health education programs focused on cancer to the community and local college campuses
- Assist in the design and utilization of program evaluation and needs assessment tools
- Network with organizations, professors and other campus professionals in creating opportunities conducive for creating preventive health messages and designing education programs
- Assist in planning and executing participation in various community's health fairs, health programs, and other events that fit into Needs Beyond Medicine's
- Perform all other duties as assigned or as the situation dictates

Qualifications:

- Strong interest in preventive health
- Excellent written and oral communication skills
- Ability to independently handle a variety of tasks
- Good time management skills
- Previous experience with presentations or public speaking
- Flexible schedule; ability to work remotely, where you live and work
- A "self-starter" with ability to work independently
- Not afraid to ask questions

Public Relations Internship

Duties and Responsibilities

- Create, implement, and measure the success of a comprehensive marketing, communications, and public relations program.
- Enhance Needs Beyond Medicine's image and position within the marketplace and the public
- Facilitate internal and external communications
- External coordination will primarily focus on coordinating with the media
- Handle all Needs Beyond Medicine's marketing, communications, and public relations activities and materials including publications, media relations, client acquisition, and so forth
- Ensure articulation of Needs Beyond Medicine's desired image and position
- Assure consistent communication of image and position throughout Needs Beyond Medicine
- Assure communication of image and position to all constituencies, both internal and external
- Act as Needs Beyond Medicine's representative with the media
- Lead projects as assigned, such as cause-related marketing and special events

**Qualifications**

- Demonstrated skills, knowledge, and experience in the design and execution of marketing, communications, and public relation activities
- Strong creative, strategic, analytical, organizational, and personal sales skills
- Experience overseeing the design and production of print materials and publications
- Strong oral and written communication skills
- Ability to manage multiple projects at a time

Preferred Qualifications

- Minimum of 2 years of experience in marketing, communications, or public relations, preferably in the not-for-profit or association sector
- Bachelor's degree in journalism, marketing, or public relations preferred

Grant Writer**Responsibilities**

- Research and write grant proposals and applications to local and national corporations, and foundations seeking gifts for Needs Beyond Medicine programs and administration
- Follow grant-writing guidelines and best practices
- Follow-up with organizations after initial application and seek personal connections
- Maintain grant proposal spreadsheets
- Represent Needs Beyond Medicine in donor meetings
- Effectively communicate with potential and current donors with acknowledgement correspondence
- Complete other duties as assigned

Qualifications

- Proficient in Microsoft Office programs
- Strong organizational skills
- Exceptional listening skills
- Excellent written and communication skills
- Ability to work independently
- Career interest in non-profit organization
- Willing to accept a variety of tasks with a positive attitude

Preferred Qualifications

- Grant writing experience
- Previous experience working in a non-profit environment
- Currently enrolled at university or recently graduated

Interested in joining Needs Beyond Medicine? Please send us a copy of your resume to: volunteer@needsbeyondmedicine.org, using "Intern Opportunity" in the subject line.

Please let us know of any further questions in the email.