



Breast Cancer Issues™ Conference Intern Job Description

Volunteer Reports to: Toni Mountain, Survivor Programs Manager

Summary: This position is a support position either to be filled by a volunteer or an intern in the Community Program Department. The primary responsibility will be to assist the Survivor Programs Manager with the Breast Cancer Issues™ Conference.

Essential Duties and Responsibilities:

- Handle logistics and travel arrangements for speakers for Breast Cancer Issues™ Conference
- Administrative duties for Breast Cancer Issues™ Conference
- Update Work Zone as necessary

Requirements:

- Detail oriented
- Computer skills including excel, work and mail merging
- Good verbal and written communication skills
- Willing to take initiative and work independently
- Able to lift 30 lbs.
- Previous administrative or office experience preferred
- Must be available for the conference on March 10, 2012

Time commitment: 2 days a week; 6-10 hours a week

Benefits:

- Bus/Max tickets provided
- Knowing that you are part of a team that is working to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.