

The LIVESTRONG Foundation is a non-profit organization based in Austin, TX that helps people affected by cancer *now*. We offer non-paid internships in the spring, summer, and fall to students interested in learning the inner workings of a non-profit organization. Interns work directly with a LIVESTRONG mentor to gain hands-on experience in the field they are interested in.

Human Resources interns will be assigned projects that allow them to collaborate cross functionally in a dynamic, fast-paced work environment. Project deliverables will be chosen from across the major human resources disciplines of talent acquisition, talent management, total rewards and organizational development.

Marketing Services interns will assist the Marketing Team with project management, including project initiation, creative brief development, working with internal clients and the creative services team and stewarding the review and approval process. Interns will also work with printers and vendors, fulfill internal and external requests for Foundation photos and logos, provide general administrative assistance and manage at least one long-term project.

Organizational Support interns work to ensure that every person who calls, emails, writes or walks through the doors is provided with the support they need in order to have a positive experience with the Foundation. Tasks will include answering phones, responding to constituent emails and leading tours of LIVESTRONG HQ.

Applicants must:

- Be available to work 12–20 hours per week during regular business hours at LIVESTRONG HQ in Austin, Texas.
- Have excellent verbal and written communication skills and a high level of computer competency.
- Be self-motivated, organized, willing to help with any project no matter how large or small and be able to balance multiple priorities at once.
- Have a strong desire to make a difference, a passion for the LIVESTRONG mission, a positive attitude and an affinity for the color yellow.
- Be able to provide their own housing and transportation; mastery of parallel parking is a plus.

If you are interested in our program, please fill out our application form at www.livestrong.org/internships