

## Operations Intern



**Reports to:** VP of Operations & Administration

**Position Status:** Intern (unpaid)

**Time Commitment:** 15 hours per week minimum **\*\*two semester commitment preferred\*\***  
(Anytime M-F between 9am-5pm)

**Address:** 1705 S. Capital of Texas Highway, Suite #130, Austin, Texas 78746

**Position Overview & Basic Function:** The Operations intern will receive broad experience in many facets of the non-profit organization. This is perfect for the person who aims to find efficient and effective methods to support the operations and resources of the organization. Focus will be on creative problem-solving, organizing processes and communicating best practices and opportunities to our paid and volunteer resources. This dynamic position will have you working managing data one day, creating a lunch & learn development opportunity for staff another, and then researching vendors to lower costs and increase productivity. Ability to manage multiple projects and willingness to see the importance of the details will be key to success.

### Primary Responsibilities:

#### *Human resources*

- Recruitment, Hiring & Training of interns and staff
- Employee Wellness Program Planning & Implementation
- Staff & Volunteer Appreciation
- Training and Professional Development

#### *Operations*

- Assist with writing, editing and layout of policy and procedures documents
- Support general office duties and look for ways to make internal operations more efficient and productive
- Facilities, Purchasing and IT management

#### *Constituent Database Management*

- Data management and reporting
- Data manipulation and analysis
- Data entry, importing and organization
- Proficient in Microsoft Excel, Word and PowerPoint, Web research
- Strong Data organization skills and experience

Other duties as assigned

### Required Knowledge & Skills:

- Excellent verbal & written communication skills
- Strong time-management, organizational and research skills.
- Quick learner with the ability to self-motivate
- Have strong computer skills, including experience with Microsoft Office (i.e. Word, Excel)
- Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university
- Bi-lingual or multi-lingual is a plus
- Enrolled or hold degree in Human Resources, Database Management or Business Management

### Other:

- Must be 18 years or older
- Must have reliable transportation to the southwest Austin area
- A minimum of three days per week, with at least 4 hours per day.
- Hours may vary from the standard 9 a.m. - 5 p.m. based on upcoming events.

### Benefits:

- Experience in the non-profit sector
- "Hands-On" ownership of projects, building experience in project management
- Collaboration and networking with multiple departments and customers both internal and external

**To Apply:** Please submit a cover letter and resume to [intern@komenaustin.org](mailto:intern@komenaustin.org). Include the intern job title and your first and last name in the subject line of the email.

### About Susan G. Komen@Austin

Susan G. Komen@Austin is an Austin-based nonprofit committed to saving lives locally and fighting breast cancer globally. Komen Austin is the only local breast cancer organization attacking the disease on all fronts – education, screening, treatment, follow-up care, survivorship support, advocacy and research. The organization serves the women and men in the city's five-county area battling breast cancer by removing barriers to care for the uninsured and underinsured. Of the funds raised annually, Komen Austin invests up to 75 percent into local community health care grants and educational initiatives; the remaining 25 percent is invested into global research studies to find the cures for breast cancer.