

THE Cancer Support CENTER

A place of help, hope & healing in the Chicago Southland

Jennifer S. Fallick
Homewood location
2028 Elm Road
Homewood, IL 60430
(708) 798-9171 voice
(708) 798-0052 fax

Mokena location
19250 Everett Lane
Mokena, IL 60448
(708) 478-3529 voice
(708) 478-4066 fax
CancerSupportCenter.org

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Programs at the Mokena location are offered, in part, thanks to a collaboration with Ingalls Health System and the Richard K. Desser, MD, Fund.

The Cancer Support Center seeks a 20 hour per week Development Department intern to assist with various Development Department responsibilities at our Homewood location from Sept. 15, 2010 to Dec. 15, 2010.

The Cancer Support Center is a community-based, volunteer driven, donor-supported organization with a mission to provide free comprehensive resources that help people improve their quality of life during the cancer experience.

We have the following opportunities:

Event:

- Assists with all aspects of coordinating, planning & implementing events as assigned.
- Assists with managing on-site production and clean up for events as necessary.
- Provide administrative support as related to events: create Excel files, mail merging correspondence, coordinate mailings.

Outreach:

- Assists with community outreach at hospitals, oncology offices, schools and health fairs.
- Provides administrative support organizing outreach materials and data input.

Marketing:

- Assists in updating agency website, some proofreading required.
- Assists in updating The Center's facebook page (daily).
- Assists with monthly programs and events press releases.

Development:

- Provides administrative support for research on foundations, corporations and individual donors.
- Provides some data entry support for Raiser's Edge.

Qualifications:

Student pursuing a bachelor's degree in applicable field with excellent interpersonal and organizational skills. Must have Microsoft Office experience, a commitment to the mission of The Cancer Support Center and act as an ambassador of the organization.

Application Process:

Inquiries should include applicant's area(s) of interest and availability. Some weekends around events are required. Access to a car is helpful. Please email resume and cover letter to: mpactow@cancersupportcenter.org no later than August 30, 2010.

Compensation:

Although this internship is unpaid, a small gas stipend is included. College credit requirements can be fulfilled with appropriate paperwork submission.

Our mission is to provide free, comprehensive resources to help people improve their quality of life during the cancer experience. We are able to do this thanks to generous donations from individuals, businesses and foundations.