



AMERICAN CANCER SOCIETY
Direct Unpaid Internship
Academic Credit Only
Accounting/Marketing/Management
Undergraduate Students

The American Cancer Society is the nationwide community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer, through research, education, advocacy, and service.

Project Overview

Working under the direct supervision of the Executive Director the intern will be required to assist in the following:

- Outreach to employers for Employee Wellness Programs
- Marketing to employers to engage in Team Building and Fundraising Activities
- Prepare correspondence to employees about American Cancer Society programs
- Help identify and secure sponsorships for American Cancer Society programs
- Internal/external communications
- Represent the American Cancer Society at community events (i.e., health fairs, employer fairs, street fairs, etc.)
- Provide assistance with the planning and logistics for corporate related meetings
- Assist with business correspondence, acknowledgement letters, data entry, mail merges and mailings, preparation of meeting folders, and follow-up phone calls

Skills and Requirements:

- Strong interpersonal and communications skills with experience in client presentations and business writing
- Strong customer service skills
- Possess a solid knowledge of standard computer applications and ability to utilize customized in-house applications
- Solid project management skills and ability to respond to changing circumstances and priorities in a focused manner
- Comfortable in networking environments
- Ability to travel by car to event/meeting sites

To apply send your resume to Linda Force at linda.force@cancer.org