

## The Rose Breast Health Center

**Mission:** The mission of The Rose is to reduce deaths from breast cancer by providing screening, diagnostics, and access to treatment to the uninsured in the greater Houston area and 43 surrounding counties.

**Contact Person:** Shannon McNair, Special Events Fundraising Manager

**Phone Number:** 281-464-5165

**Email Address:** smcnair@therose.org

**Location/Branch:** Rose Southeast (12700 N. Featherwood - Houston, TX 77034)

**Job Title:** Development/Communications Intern

**Compensation:** \$15 hour and travel reimbursements available for Rose-related travel expenses)

### **Job Description**

#### Qualifications

This position requires a mature individual who:

- Enjoys the fast pace of working with marketing, social media, communications, fundraising events, and deadlines.
- Possesses effective communication skills, both written and verbal.
- Is dependable, self-motivating, uses time effectively, has high energy and enthusiasm, and is a creative thinker in handling new tasks.
- Is very detail oriented, works well under pressure, and can manage several projects at a time.
- Can lift approx. 10-20 lbs. when needed for event setup, moving, etc.

#### Responsibilities

- Assisting the Development Team with communications, marketing, content creation, and fundraising events. Including:
  - Annual Shrimp Boil – assisting with advertising and marketing for the event, auction donations, volunteer coordination, event social media content, set up/breakdown help, day of event media assistance
  - Work with the Communication Manager on projects including but not limited to: patient interviews, content creation, social media planning, email scheduling, donor mailings, and organization of files. Could also assist with graphic design, writing, and video creation for interns with interests in these areas.
  - Work with department employees on donor stewardship and database maintenance

#### Supervision and Resources

Supervision will be both informal and formal including:

- Weekly meeting with Manager
- Bi-Monthly Development Team Meetings
- Exit interview with the Manager upon completion of the internship.

Resources available to the intern will be:

- Ability to learn from and work on a variety of projects. The team will help tailor projects, when possible, to meet the intern's future goals.
- Time to meet with CEO, CFO, Medical Directors, and any other executives to help the intern learn more about careers they are interested in.
- Ability to attend community and networking events representing The Rose. They will also sit in on bi-weekly marketing meetings with our marketing and PR agencies.