Position Title: Summer 2012 Internship with the American Cancer Society’s Cancer Action Network’s Advocacy Training Team

Salary Range: Hourly (Experience Based)  Open Date: Flexible
Work hours per Week: Flexible  Close Date: Flexible
Position Type: Part-time

Description:

The Advocacy Training Team of the American Cancer Society Cancer Action Network (ACS CAN), the nonprofit, nonpartisan advocacy affiliate of the American Cancer Society, seeks a highly-motivated and energetic individual with strong writing, organizational, and project management skills to work with us on developing and conducting advocacy trainings for our national and Division staff and volunteers.

Responsibilities will include providing logistics planning and support of major training and meetings; assisting in the creative development of advocacy training materials (e.g., one-pagers, briefing books, Powerpoint presentations); maintaining, updating, and populating intranet pages; providing logistical and administrative support for the planning of our 2012 Leadership Summit and Lobby Day, a three-day, 600 person advocacy event in September; and providing overall support to the Director of Training, Senior Training Specialist, and Training Team Project Manager.

Educational Requirements:

Current enrollment in college or recently graduated.

Minimum Requirements:

Successful candidates must have proficient Microsoft computer skills (including Word, Excel, and Powerpoint) and a customer/client service philosophy and attitude. Excellent verbal and listening skills are required. Graphic design or training experience is a plus.

Additional Information:

This is a 10-week long program with the high possibility of full-time employment upon completion of the internship.

All interested applicants should email or fax a cover letter and resume to Kate Geyer, Senior Specialist of Advocacy Training, at kate.geyer@cancer.org or to fax # 202.661.5750.