



THE HPV AND ANAL CANCER FOUNDATION

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IMMEDIATE OPENING —September 3, 2013

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Intern for The HPV and Anal Cancer Foundation

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The HPV and Anal Cancer Foundation is recruiting applicants for an open internship position. The HPV and Anal Cancer Foundation is a start-up organization that is dedicated to empowering anal cancer patients and accelerating prevention and research methods that eliminate anal cancer and the virus that causes the majority of cases, HPV. Join our young and energized staff to promote sexual-health and help make HPV, a common virus that causes 5% of cancers, a thing of the past.

DUTIES:

We are currently seeking a qualified and reliable intern to assist us with work at the Foundation. Interns will assist staff members with day-to-day tasks such as:

- Engaging in dialogue about sexual health issues and how to further educate the populace about HPV and HPV related cancers.
- Working with the staff to help shape healthcare policy, and promote HPV prevention.
- Writing and editing materials for publication on our website.
- Assisting with research for projects.
- Supporting office operations.
- Helping manage our patient-to-patient support system.
- Maintaining our fundraising database, and assisting with fundraising campaigns.

QUALIFICATIONS:

- We are seeking either undergraduate or graduate students for this position.
- The ideal, successful candidate will have exceptional analytical skills and strong research, organizational, and writing skills.
- The applicant should be highly organized, focused, and eager to be in a highly collaborative work environment.
- An interest in public health, advocacy, and non-profits.

The HPV and Anal Cancer Foundation is an equal opportunity employer.

SALARY: This is an unpaid internship.

APPLICATION PROCEDURE: Interested persons should send a cover letter along with a current resume to: Justine Almada, Executive Director of The HPV and Anal Cancer Foundation, at jalmada@analcancerfoundation.org.