

Background of the organization:

Susan G. Komen NYC has around 22 grantees in the greater metropolitan area that serve populations most in need. We also advocate for public policies that ensure all women have access to breast cancer screening and treatment. For more information about Komen greater NYC, please visit our website at: <http://www.komennyc.org/site/PageServer>.

Komen Greater NYC Grants and Public Health Graduate level interns will have the opportunity to work on a range of projects related to grants making. This is a great opportunity to learn about and get hands-on experience with grantmaking. We are looking for an MPH candidate to join us and be an integral part of our team.

Position Available:

Part-time unpaid summer internship to work 20 hours a week from June , 2016 to mid-September 2016.

Duties and responsibilities:

Willing to travel to the five boroughs of the NYC.

Facilitate field visit plans with the grantees.

Prepare summaries and reports related to the field visits and identify the challenges and propose solutions.

Prepare quarterly progress reports and other grants related deliverables.

Track the organizations' accomplishments by reviewing their data and budget expenditure.

Qualifications:

Current Public Health grad student with at least two years of experience in public health programs.

Excellent communication (verbal and written) and interpersonal skills.

Fluency in Microsoft Office suite and data analysis programs.