

Internship or Community Service Opportunity at ABCD: After Breast Cancer Diagnosis

**Ideal opportunity for Communications/Public Relations students or
those interested in health care public service**

ABCD: The Organization

ABCD provides free, personalized information and one-to-one support to people affected by breast cancer through its signature one-to-one mentoring breast cancer support service, a Breast Cancer Helpline and Resource List, and MORE: Mentor Outreach and Education Program. While science searches for a cure, ABCD complements the work of healthcare providers by serving as a reliable, accessible and highly personalized breast cancer support resource for patients and their loved ones. www.abcdbreastcancersupport.org

ABCD: The Opportunity

ABCD offers an unpaid, 15 hours per week internship for the fall 2011 academic semester suitable for communications/public relations students or those with similar skills seeking a credit or community service experience. ABCD is happy to coordinate with the appropriate campus office to assure interns qualify for academic and/or service learning credits as appropriate. This is an excellent opportunity to develop writing samples and portfolio material.

ABCD seeks a highly organized individual who, under the direction of ABCD Mission Services Manager, will create web site content and coordinate related information and materials, focusing on volunteer and outreach opportunities at ABCD, as well as “News and Events.” Responsibilities will include drafting and editing of copy, management of electronic calendars, organization of outreach materials and communications with volunteer corps. In particular, depending upon candidate qualifications, intern responsibilities will include:

- Drafting and editing of web site copy regarding volunteer opportunities, special ABCD “News and Events,” and specialized handouts for breast cancer awareness month
- Creation and execution of electronic calendar maintenance plan
- Coordination and some creation of regular entries for “The Pink Room” blog
- Management of materials preparation and volunteer duty rosters for fall outreach and education activities

The successful candidate will possess the following characteristics:

- Background and interest in communications/public relations or healthcare-related issues
- Strong written and verbal skills, including exceptional command of grammar and some knowledge of search engine optimization principles
- Computer proficiency (MS Office, internet savvy)
- Focused attention to detail
- Ability to multitask and exhibit reliable yet flexible work habits
- Capacity to work independently with minimal supervision and as a productive member of a small team.

Inquiries and applications should be directed to Judy Mindin, ABCD Mission Services Manager at judy@abcdmentor.org. For consideration, applicants must submit a cover letter stating why the internship is of interest and a current resume. ABCD is located in West Allis, Wisconsin and is accessible by public transportation and freeway/local streets. Some assignments may be completed off-site with approval of Mission Services Manager.