



Internship Coordinator Job Description

JOB DESCRIPTION:

Tigerlily Foundation's Internship Coordinator is responsible managing Internship Program and relationships. Ability to work independently and develop procedures for work. Strong oral and written communication skills. This is a volunteer position.

RESPONSIBILITIES:

- Develop Internship Program including program goals, materials and means of evaluation
- Coordinate the recruiting and screening of summer and year round intern applicants
- Work with Tigerlily team to determine need for interns, review applications, conduct interviews (phone screen and in-person)
- Send application materials appropriate to each stage of the process
- Manage interns to ensure they are meeting personal and program objectives
- Work with universities and other outlets to promote opportunities for intern positions
- Update internship portion of website, to include intern application/program information
- Plan social activities for interns
- Match interns with appropriate team lead
- Mentor interns as needed

About Tigerlily Foundation

Tigerlily Foundation's (Tigerlily) mission is to educate, empower, advocate for and provide hands-on support to young women, ages of 15-40 – before, during and after breast cancer.

For More Information: Email Nicolette Boxe, Director of Recruiting at nicolette@tigerlilyfoundation.org or email info@tigerlilyfoundation.org for more information.