

Job Description

Position Title

Programs Intern

Exempt/Non-exempt

Non-exempt

Reporting to

Program Manager

Organizational Overview

The Joe Andruzzi Foundation (JAF) serves New England cancer patients who are experiencing financial and emotional stress due to a cancer diagnosis. Cancer-driven income loss and rising out-of-pocket costs can leave families laboring to cover their everyday needs. Research has linked this economic strain, known as Financial Toxicity, to poorer health outcomes. Because bills cannot be left unpaid due to a diagnosis, the JAF Programs help alleviate financial stress by assisting with rent, mortgage payments, utilities, food, and other essential household expenses, so that patients and their families can focus on accessing cancer care and the fight to recover.

Position Summary

The Programs Intern position, reporting directly to the Program Manager, is part of the Programs team. This internship involves assisting the Programs team in enhancing the brand of the UniCORN Resource Directory, assisting with daily program initiatives and UpBeat events. Key responsibilities include building a pipeline of new support organizations that JAF can approach to join the UniCORN Resource Directory, building JAF marketing materials through patient blogs and testimonials, and assisting the programs department on overall initiatives and daily tasks.

The Programs Intern will have a broad range of responsibilities, including but not limited to the following:

- Educate yourself on the current members of the UniCORN Resource Directory
- Review the existing data and reports related to the Resource Directory
- Develop a pipeline of support organizations that JAF will consider inviting to join the network
- Reach out to potential new members to join the Resource Directory
- Create profiles for new members and send invitations to the designated main point of contact at each organization
- Interview patient recipients and draft profiles to be featured on the JAF website
- Assist with UpBeat events planned by the Programs team
- Data-entry and research projects to ensure all program data is accurate and relevant

**Please note this description is not designed to cover or contain a comprehensive listing of duties and responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time with or without notice.*

Relevant Experience and Skills

- Comfortable and confident making phone calls
- Self-motivated, high energy, and a passion for JAF's mission are essential
- Excellent written and oral presentation skills
- Able to engage, inspire, build credibility, and engender trust with diverse audiences
- Excellent organizational skills (e.g., detail-oriented, able to balance multiple and competing priorities and deadlines, able to track projects and tasks)
- Strong technology skills

Qualifications

- Education: Current higher education student

Position Structure

- Short-term, temporary position
- \$15.00 per hour for up to 20 hours per week
- In-office schedule Tuesday-Thursday, 9:00 AM-3:00 PM; hours may vary depending on Foundation event schedule

Physical Requirements

- Prolonged periods of sitting at a desk, working on a computer, and using a phone
- Ability to stand for prolonged periods and lift items between 5 and 10 lbs. (relating to event attendance and work)