Massachusetts Breast Cancer Coalition
The Massachusetts Breast Cancer Coalition (MBCC) is different from other breast cancer organizations. We believe that to eradicate breast cancer we must prevent it. MBCC is dedicated to preventing environmental causes of breast cancer through community education, research advocacy, and changes to public policy. Our annual fundraising events and allow us to continue to work towards this goal. Special Events & Communications Interns will assist with building and promoting special events and projects for the organization and occasionally for MBCC’s sister organization, Silent Spring Institute (SSI). This internship involves frequent communication with Cheryl Osimo, MBCC Executive Director and SSI Event and Outreach Coordinator.

We are currently looking for interns for the following 2014 semesters: Winter, Spring, Summer, and Fall. Interns can choose to do a semester or a year-long duration to fit their schedule and needs. In addition, the flexibility of the position is substantial. Tasks will primarily be completed from school or home (not the MBCC office), as phone and internet will be the primary communication tools for assignments. Interns must commit to a set weekly schedule of at least 15 hours per week but hours can be arranged according to the intern’s schedule. Travel is minimal except for possible on-site assistance required the day before and the day of major 2014 events: Against the Tide in Hopkinton in June and Against the Tide in Brewster in August.

Responsibilities may include:
• Media & Communication:
  ◦ Proofing and distributing press releases and calendar listings to news media outlets including print and online newspaper, radio, and television. This includes maintaining communication with media contacts to follow up and provide additional information.
  ◦ Interviewing event participants/supporters and composing
feature stories and other articles for media. This may require phone and/or email contact of a sensitive nature, since some contact will be required with those who have been touched by breast cancer. Phone interviews are critical for obtaining information used in press releases and media coverage.

• Marketing & Outreach:
  ◦ Initiating contact with local community businesses and individuals to encourage community sponsorship and individual or team event participation.
  ◦ Posting event materials in various locations. This responsibility includes targeting high traffic locations that will increase event participation.
  ◦ Assisting with social media event promotion campaigns on Facebook, Twitter, YouTube, Pinterest and more.

• Administrative:
  ◦ Database building, management, and maintenance to ensure accurate and thorough records of progress in communications and marketing responsibilities.

**Qualifications:** College Junior or Senior. Graduate students will also be considered. Minimum GPA of 3.3 on a 4.0 scale.

• Excellent verbal and written communications skills.
• Detail-oriented, organized, the ability to work independently and manage multiple tasks simultaneously with competing deadlines.
• Proficiency with Facebook, Twitter, Pinterest, Youtube and other social media outlets. Prior experience with social media campaigns is preferred.
• Familiarity with Microsoft Office Excel, Photoshop and Wordpress is preferred but not mandatory.

**Compensation:** All positions are unpaid but we are willing to work with institutions to offer students academic credit.
How to apply: Now accepting applicants for a semester or year-long duration for the Winter, Spring, Summer, and Fall 2014 semesters. Start dates and durations are negotiable. Please send a cover letter, resume, references, and a writing sample to Cheryl Osimo at: cherylosimo@comcast.net. Contact 508-246-3047 for any questions.

To learn more about our non-profit and sister organization, visit www.mbcc.org and www.silentspring.org.

Marianne Hutchings
MBCC Office Administrator
333 Weymouth Street, #13
Rockland, MA 02370
617-376-6222
800-649-6222
mhutchings@mbcc.org
info@mbcc.org
www.mbcc.org

A message from MBCC Executive Director