



Latinas Contra Cancer

255 North Market Street, Suite 175

San Jose, CA 95110

1-408-280-0811

1-888- LCC (522)-8110

www.latinascontracancer.org

Building Better Systems to Enhance Community Health

Volunteer and Intern Opportunities exist at Latinas Contra Cancer*

- ✓ **IT** - help refresh, renovate bi-lingual website*
- ✓ **Data Analysis** – help collect and analyze data, develop and write research papers for dissemination and fundraising
- ✓ **Library Sciences or Business** – help develop an inventory, supply and control system for our Library and Supply Room Annex
- ✓ **Marketing** – help develop a marketing and branding plan for bricks and mortar and on-line fundraising campaigns*
- ✓ **Public Relations** – help develop short and long term agency PR campaigns, work on monthly e-newsletter
- ✓ **Business** – help develop an on-line, and bricks and mortar fundraising plan, input data to Exceed software to build revenue stream of donors*
- ✓ **Social Work** – assist promotoras, patient/peer navigator, counselor and support group facilitators with community education, follow-up, social and psycho social service support*
- ✓ **Volunteer Network** – develop and implement volunteer recruitment and maintenance plan*
- ✓ **Health & Nutrition** – develop and implement a nutrition class for cancer survivors and their families using culturally appropriate foods*
- ✓ **Education** – develop and implement an on-line cancer resource training course for cancer patients and their families and other interested community members*

***Require community outreach programs be bi-lingual**

(Over)

***Student Commitments:**

- √ Sign on for a minimum of one semester
- √ Complete assigned project
- √ Be available and flexible with scheduling depending on assignment
- √ Provide working plan for assignment
- √ Check in with designated supervisor on a weekly basis to discuss assignment
- √ Be respectful of clients and adhere to privacy rules where they apply
- √ Student is subject to rules and regulations of agency
- √ Have good communications skills
- √ Be proactive, engaged and ready to propose better or best practices where possible

Agency Commitments:

- √ The intern will be guided by immediate supervisor and/or Executive Director
- √ Student will receive an exit letter *upon completion* of designated project
- √ Do its best to provide a quality learning experience for the student
- √ Abide by rules required by the learning institution or agency to meet compliance for points or completion of course
- √ Be respectful of the student

**In some cases student must be bi-lingual and in all cases, culturally aware*

Latinas Contra Cancer. Latinas Contra Cancer (LCC) was founded to address the void in culturally and linguistically sensitive programs that meet the health care needs of Latinos around issues of cancer. Volunteers can work in the office Filing, Cataloging in the Library, Assembling and reviewing education packets (BHB), Checking the web for relevant cancer sources and materials, marketing, Public Relations, data entry, Volunteer Network , Mother's Day Walk, etc.

<http://latinascontracancer.org/> 408-280-0811

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