

# Alumni internship *programme*



ST ANDREW'S  
CATHEDRAL SCHOOL

## 1. Internship description

Company name

Location

Company description Cure Cancer is a charity kick starting new ideas in cancer research

## 2. Internship details

Start date

Available year round

Finish date

Number of days per week

Flexible

## 3. Duties and responsibilities

Prepare pitch decks for partnerships. Outbound calling to our donors. Data analytics and reporting. Leading the volunteers. Hosting a fundraising event. Administrative tasks. Having fun!

#### 4. Desirable attributes

Skills and Attributes Commitment to Cure Cancer's mission: Let's make this the last generation to die from cancer!

Positive and friendly attitude. Able to follow directions and provide feedback. Some office experience and understanding of an office environment are beneficial.

A Cure Cancer staff member will be assigned to offer instruction, direction and help whenever you are on-site.

There are opportunities to continue the role post the internship.

#### 5. Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Richard Hansen SACS Alumni Relations Manager via email at [alumni@sacs.edu.net.au](mailto:alumni@sacs.edu.net.au)

The resume should include:

- Any relevant work experience
- Current and past tertiary courses of study
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2023/2024.

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2023 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

**Applications close 31 October 2023**