



The Melanoma Research Foundation (MRF) is the largest independent organization devoted to melanoma. Committed to the support of medical research in finding effective treatments and eventually a cure for melanoma, the MRF also educates patients and physicians about prevention, diagnosis and the treatment of melanoma. The MRF is an active advocate for the melanoma community, helping to raise awareness of this disease and the need for a cure.

The MRF's mission is to eradicate melanoma by accelerating medical **RESEARCH** while **EDUCATING** to and **ADVOCATING** for the melanoma community.

The MRF is seeking an Education Intern to support programmatic work of the Education Team. This position will be responsible for supporting the overall education efforts of the MRF. This individual will have an opportunity to engage with all melanoma educational programming, including the rare melanoma subtypes, communicate with key stakeholders, collaborate with staff across the Foundation, and assist in producing final deliverables. Opportunities include, but are not limited to, communications and outreach, logistics, program evaluation, mixed-methods data collection and analysis, and other duties as assigned. The ideal candidate will be motivated, energetic and have a strong interest in the non-profit healthcare sector and a passion for helping others.

#### **Core Responsibilities:**

- Assist in tracking educational material requests
- Assist in education shipping/inventory needs
- Support stakeholder communications and community outreach
- Assist in mixed-methods data collection, analysis and visualization
- Conduct primary and secondary research
- Collect and organize educational event materials
- Other duties as assigned

#### **Requirements and Qualifications:**

- Strong interpersonal communication and problem-solving skills
- Highly organized with the ability to multi-task
- Eagerness to learn and ask questions
- Works well independently and as part of a team
- Experience with and knowledge of Microsoft Office Suite and online platforms such as Canva and Survey Monkey
- Ability to communicate with diverse populations and be sensitive to cultural differences
- An interest in public health, health education, health promotion, or patient advocacy is preferred, but not required
- Undergraduate or graduate student pursuing a degree in Public Health, Health Education, Social Work, Social Sciences, or a related field.

### **Learning Objectives:**

- Gain skills in health literacy and communications
- Gain skills in health education programming
- Gain skills in program evaluation
- Gain research skills
- Advance marketable skills such as customer service, organization, and professional communications
- Understand the inner workings of a healthcare non-profit

### **Additional Information:**

- 15-20 hours/week
- Unpaid; can be recommended for academic course credit pending satisfactory performance
- Hybrid schedule; Must be able to reliably commute to the Washington, D.C. office 1-2 days/week
- Flexible start date of May/June 2023
- Flexible end date of August/September 2023; potential to continue depending on success and needs of the foundation
- Undergraduate and graduate students are eligible to apply and must send a cover letter and résumé to Erik Krause, Education Associate at [ekrause@melanoma.org](mailto:ekrause@melanoma.org) with the subject "MRF Education Internship Application – Your Name".
- Applications will be reviewed as they are received. No telephone calls, please. Interviews are conducted on a rolling basis and only candidates selected for interviews will be contacted.

### **Equal Employment Opportunity**

The MRF is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. The MRF does not discriminate based on race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.