

Stop Children's Cancer

Intern Program Structure Guide

Overview:

Stop Children's Cancer offers internship opportunities across six tracks. Interns are expected to contribute meaningfully to the organization's mission while gaining hands-on nonprofit experience.

Hour Requirements by Semester

Semester	Full-Time/Part-Time Roles
Summer	15-40 hrs/week
Fall/Spring	10-40 hrs/week

Hours are flexible and can be structured to fulfill individual department internship or practicum credit requirements. Students should confirm specific hour requirements with their department advisor prior to starting.

Intern Tracks

Event Operations Intern

Openings: 1-3 interns | Commitment: Part/Full-Time

- Support planning and execution of flagship events: Bear-A-Thon, Fantasy Event, Golf Classic, Annual Dinner, and Silent Auction
- Coordinate logistics, vendors, and volunteers on event days
- Assist with post-event recap and reporting

Best suited for: Tourism, Hospitality & Event Management (THEM) or related majors

Preferred skills: Organized, detail-oriented, works well under pressure, team player

Social Media Intern

Openings: 1-2 interns | Commitment: Part-Time

- Manage and create content across Instagram, Facebook, and Youtube
- Build and maintain a monthly content calendar
- Track engagement metrics and growth across platforms

Best suited for: Communications, Marketing, or related majors

Preferred Skills: Creative, familiar with Instagram/TikTok trends, basic Canva or video editing skills

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Communications Intern

Openings: 1-2 interns | Commitment: Part-Time

- Manage and draft newsletters, donor communications, and organizational updates
- Support outreach efforts to media partners, sponsors, and community stakeholders
- Help maintain consistent messaging across all platforms and materials

Best suited for: Communications, Public Relations, Journalism, or related majors

Preferred Skills: Strong writing skills, attention to detail, comfortable with professional writing, organized

Sponsorship/Outreach Intern

Openings: 1 intern | Commitment: Part/Full-Time

- Research and identify potential corporate sponsors
- Draft sponsorship proposals and outreach emails
- Maintain and follow up on sponsor relationships

Best suited for: Business, Communications, Public Relations, or related majors

Preferred Skills: Organized, written and verbal communication, confident

Finance Intern

Openings: 1 intern | Commitment: Part/Full-Time

- Assist with tracking donations, expenses, and event revenue
- Support budget preparation for events
- Help with financial reporting and record keeping

Best suited for: Finance, Accounting, Business Administration, or related majors

Preferred Skills: Comfortable with Excel/Google Sheets, detail-oriented, strong analytical skills

Technical Operations Intern

Openings: 1 intern | Commitment: Part/Full-Time

- Maintain and update the organization's website
- Support the newsletter and volunteer blast communication system
- Assist with any digital tools or platforms the organization uses

Best suited for: Information Systems, Computer Science, Digital Media, or related majors

Preferred Skills: Familiar with website development/management, basic graphic design, comfortable learning new tools