



INTERNSHIPS

IMMEDIATE OPENINGS

Description: PADRES Contra El Cáncer is an organization committed to improving the quality of life for Latino children with cancer and their families. Currently, PADRES seeks interns for its Administrative Office located in Studio City, CA. This ever-expanding organization provides internship positions to facilitate program and office operations while allowing others the opportunity to learn and grow personally within this non-profit agency. Interns at PADRES get involved with the greater Los Angeles community and play an active role in helping Latino families through very difficult times.

Requirements: PADRES interns must be working towards a college degree. Interns must be reliable, responsible, dedicated individuals with a positive attitude and true desire to serve the low-income, primarily Latino constituents of PADRES, especially its children. Interns must be willing to work some weekends. Though internships are unpaid, PADRES is flexible with intern schedules and will provide excellent references and letters of support to deserving interns. The greatest reward, for most interns, is the wealth of experience and tremendous support and appreciation you will receive from PADRES staff.

Intern responsibilities are often catered to each individual's own interests, but the following descriptions provide an example of the opportunities available with PADRES:

- **Program:** Program Interns assist in the planning and execution of regular PADRES programs including art activities for the children at Children's Hospital Los Angeles, information sessions for the parents, and much more. Interns also have the opportunity to work directly with the Program Director & Volunteer and Activities Coordinator.
- **Administrative:** Gain valuable experience working in the non-profit sector by providing administrative and project-specific support to the organization's Chief Executive Officer and Operations Manager. Administrative Interns can learn about Human Resources, non-profit Board of Directors, staff development, general operations and file management.
- **Fund Development, Marketing & Communications:** Interns can assist the Fund Development Department with database management, grant research, direct mail appeals and the coordination of fundraising events such as the annual Gala. Those interested in Marketing and Communications can assist with website management, merchandise orders, and creative design.

Contact: Interested candidates should send a resume and a cover letter indicating specific interests for an internship with PADRES to the following contact. No phone calls please.

Gerry De La Rosa
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