



Organization Name:

Arizona Oncology Foundation

Organization Background:

Arizona Oncology Foundation (AOF) was established in 2012 to provide integrative and supportive programs and services to those affected by cancer. AOF is a community based organization open to patients, family members and caregivers with programs and services available at two local Resource Centers and at public events throughout Tucson and Green Valley. AOF provides **Health Education, Integrative Therapies** such as massage, reflexology, reiki, and acupuncture; **Group Movement** such as Yoga, Qi Gong and Dancing Tai Ji; **Support Groups** for all kinds of cancers; **Chemotherapy Support; Educational Classes; Dental Services, Lodging and Transportation support;** as well an extensive **Resource Library and Wig and Head covering Programs**. More information at www.arizonaoncologyfoundation.org

Internship Project Title

Health Related (Cancer) Non-Profit Program & Development Interns.

Project Description:

This internship has three options:

1. Work and learn in the Development and Leadership areas of the agency. Included is Development, Leadership and the overall makeup of a non-profit organization. Areas included are: organizational processes, fundraising, community relations, marketing, board of directors, sub-committees, impact evaluation and reporting and record keeping. The intern will work with the Director of Development to learn the above stated areas of the non-profit organization. The intern may learn other areas as needed or desired by intern or agency. It is expected that the intern will learn most of the non-program areas of the organization. The intern may be asked to help identify successful efficiencies as well as areas of growth and suggest action items that may improve outcomes and impact to those we serve; while considering the resources of a small organization. At the end of the internship, you will have a basic knowledge of non-profit work with relevant experience to help decide if non-profit work is a good career path for you.

To be the most successful the intern will have the following interests:

- a) To learn the non-profit sector of health-care; (non-clinical).
- b) To learn sustainable fundraising systems, community relations, marketing and leadership in the non-profit sector.
- c) To learn how non-profit work impacts the community at large.
- d) The desire to help others who are experiencing physical, emotional and financial crisis.

This option requires the intern to have reliable transportation as some meetings and presentations are held at different places around Tucson.

NOTE: This track is designed for the intern who desires up to 3 credits only.

2. Work and learn in the Program Coordination & Volunteer Management areas of the agency. This involves overseeing programs and services, supervising volunteers and contracted staff, and the managing day-to-day operations of the Resource Centers. Other areas include developing community relations and reporting and record keeping. The intern will work with the Program & Volunteer Coordinator to learn about and participate in the above stated areas of the non-profit organization. It is expected that the intern will learn most of the program-focused areas of the organization with possibilities of identifying community needs that can be improved upon with the resources of a small organization. At the end of the internship, you will have a basic knowledge of non-profit work with relevant experience to help decide if non-profit work is a good career path for you.

To be the most successful the intern will have the following interests:

- a) To learn the non-profit sector of health-care; (non-clinical).*
- b) To learn program coordination, volunteer management, community relations, and leadership in the non-profit sector.*
- c) To learn how non-profit work impacts the community at large.*
- d) The desire to help others who are experiencing physical, emotional and financial crisis.*

This option requires the intern to have reliable transportation as some meetings and presentations are held at different places around Tucson.

NOTE: This track is designed for the intern who desires up to 3 credits only.

3. An intern who is interested in earning 250 hours (6 credits) can experience BOTH the Development & Leadership area as well as the Program and Volunteer Coordination areas.

Internship project keywords (check all that apply).

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| ☒ Health Disparities | ☐ Maternal/Infant Health |
| ☐ Public Health Preparedness | ☐ Tobacco Use |
| ☒ Collaborations with Community | ☐ Injury/Violence Prevention |
| ☐ Collaborations with University | ☐ Immunization |
| ☒ Community health service | ☐ Infectious Disease |
| ☐ Physical Activity | ☐ Oral Health |
| ☐ Substance Abuse | ☐ Evaluation |
| ☒ Mental Health | ☐ Policy Development |
| ☒ Access to care | ☒ Program Planning |
| ☒ Nutrition | ☒ Data Analysis |
| ☐ Reproductive/Sexual Health | ☐ Other Click or tap here to enter text. |
| ☐ Environmental Health | |

When: When do you want the work done? Check all that apply.

☒ Fall Semester 2017

☒ Spring Semester 2018

☒ Summer 2018

☒ I want this listing to remain active indefinitely and we will accept applications from students for any upcoming semester.

Where:

Organization Mailing Address: 2625 N Craycroft Rd. Ste 100 Tucson, AZ 85712

Address where Student will work (if different from above): *The internship project will be located at one of two Resource Centers and throughout the community. Resource centers are located at 2625 N Craycroft Rd. and 2070 W Rudasill Rd, both in Tucson. Some meetings and events are off campus and reliable transportation is critical.*

☒ Check here if the student may have the option to work remotely from a site not listed above for all or part of this project.

Student Characteristics:

Depending on which option the intern chooses, please see above for desired characteristics.

Supervision

Becky O'Hara, BS, CFRE will provide supervision. Becky has worked in development and leadership roles in the non-profit sector for more than 20 years. She has planned, facilitated and executed strategic plans to sustain organizations in the areas of mental health, human services, education, and healthcare. Her work history is well-balanced, working with diverse and underserved populations. She currently holds an International CFRE certification. She has worked with student interns since 2000 and has helped them secure work in their field on many occasions. Becky has been with Arizona Oncology Foundation from its inception, 2013.

Compensation/Benefits

This is an unpaid internship. Travel reimbursement may be available for certain projects if extensive travel is needed. Student will be included in publications and social media, as well as have extensive exposure to board, funders and community partners.

Application Contact Information

Interested interns should submit their current CV/Resume and letter of interest by email to Becky@Arizonaoncologyfoundation.org. Current driver's license is required before internship starts.