

Internships at Smith Center for Healing and the Arts

Internships at Smith Center for Healing at the Arts offer the opportunity to develop leadership and professional skills and gain valuable nonprofit experience, all while contributing to the mission to serve the needs of individuals affected by cancer. Interns will be placed in one of five focus areas, where they will work closely with mentors and managers as valuable members of the Smith Center team. In addition to day-to-day responsibilities, interns will have the opportunity to take part in Smith Center programming, receive formal training, and share in community-building with a cohort of peers. **Smith Center for Healing and the Arts seeks individuals who are able to earn academic credit for their internship through an accredited academic institution.**

Program Dates

The Internship Program follows the academic semester calendar:

- **Summer 2017: May through August**
- Fall 2017: End of August through Mid December
- Spring 2018: January through May

There will be a New Intern Orientation that all Interns are required to attend, regardless of start date. The New Intern Orientation for the Summer 2017 Semester will take place on **Tuesday, May 30 from 10am-12:30pm.**

Qualified interns may be invited to return for a subsequent semester at the discretion of their supervisors. Each intern may be asked to return for the orientation of the next term's intern to train his/her successor.

Program benefits

- Participation in Smith Center programming
- Ongoing professional development opportunities
- Community building opportunities

Focus Areas

Accepted interns will be placed in one of the following focus areas, allowing them to gain in-depth, hands-on experience in an integral area of nonprofit management. When applying, please rank your top three (3) focus areas of interest. Accepted interns will be placed in accordance with their interests and skills. ***Please note: Departmental needs change throughout the year, so available focus areas may change each semester.***

The **Development and Engagement Intern** will assist with managing donor relationships and proposals; help in implementing organizational initiatives, including fundraising campaigns; aid with corporate and individual fundraising research and meetings; assist with constituent research and relationship tracking; and help with planning and executing fundraising events.

The **Operations & Finance Intern** will gain insight into the leadership of our nonprofit as s/he enthusiastically supports the work of Smith Center's Finance & Operations Department. The intern will work closely with the Finance & Operations Manager and Operations Coordinator to assist with general clerical support, administrative tasks, the audit process, financial reports, grant reports, and research related to Smith Center's mission. This position will also provide additional support to other Smith Center Departments.

The [Joan Hisaoka Healing Arts Gallery Intern](#) will work with the Gallery Director to assist with five to six exhibitions each year addressing significant themes such as social change, multiculturalism, health, identity, and community. The Intern's specific duties will include providing administrative and event-specific support; welcoming and sharing exhibition information with visitors; and assisting with projects pertaining to gallery logistics, outreach, exhibition development, artist communication and community collaborations.

The [Integrative Navigation Intern](#) will work with the Director of Integrative Navigation and Cancer Retreat Programs in offering one annual national professional training in integrative navigation and quarterly Cancer Retreats for cancer patients and their caregivers. The Intern will provide support to the Center's navigation team through assistance in program planning, marketing, logistics coordination, compilation of resources and program evaluation. This Intern will also assist with various projects for our Patient Provider Education Project. ***For this position, applicants who can commit more than one semester are preferred. If you are able to make such a commitment, please include this information in your Internship Application.***

[Applicant Criteria](#)

In addition to the specific qualifications sought by managers of individual focus areas, all internship candidates should possess the following characteristics:

- Ability to earn academic credit through an accredited educational institution
- Ability to commit to 30-40 hours/week over the course of the internship
- High level of responsibility and ability to own projects
- Ability to take initiative and work independently as well as with a team
- Demonstrated desire to grow personally and professionally
- Professional communication skills
- Excellent time management and organizational skills
- Friendly, outgoing and positive attitude
- Passion for the work, mission and values of Smith Center
- Proficiency in Microsoft Word and Excel

[Application Requirements](#)

Applications for the coming semester should be submitted by **Friday, April 21st** for priority consideration. To apply, please:

1. Complete the Smith Center Internship Application found [here](#).
2. Email your resume to apply@smithcenter.org

We encourage all applicants to visit our website and learn more about Smith Center and the services we provide before completing their applications. Questions about the application or internship program? Email Kellie Johnson, Operations Coordinator at kellie@smithcenter.org.