CardioOncCOIN.Org
CardioOncCOIN@Gmail.Com

The Cardiology Oncology Innovation Network (COIN) is a nonprofit organization and a network in which many of the foremost minds in cardiology and oncology meet and exchange ideas on innovation, with an overall focus on prevention, education, and collaboration.

INTERNSHIP DURATION
(can be extended and/or combined)
Summer Internship
Academic Year Internship
Semester Internship

ROLES
**Management of network:** Intern will work under the direction of one of the mentors.

The intern hired for this position will need strong critical thinking skills in order to integrate into our vibrant and passionate team; we are very excited to share management of our network with an intern hoping to gain extensive online experience.

• Assist in the creation of email campaigns, online promotion, etc.
• Assist with the fulfillment of network mission and goals
• Assist with the preparation and delivery of network materials
• Prepare presentations
• Open, sort, and address email
• Enter contact information into contact management systems
• Provide support to network efforts

**Management of social media:** Intern will work under the direction of one of the mentors.

The intern hired for this position will need knowledge and understanding of the digital media landscape, including various social media platforms.

• Monitor and post on blogs, forums, and social networks
• Assist with online outreach and promotion using Facebook, Instagram, LinkedIn, Twitter, and more
• Optimize social media presence

**Management of website:** Intern will work under the direction of one of the mentors.

The intern hired for this position will need strong critical thinking skills in order to integrate into our vibrant and passionate team, and will help with maintenance of the website via Wix

• Contribute to website redesign project
• Maintain website

**Events – ThinkTank:** Intern will work under one of the mentors.
• Work with mentor to coordinate event logistics
• Event planning, promotion
• Maintain up-to-date event documents including site-schedule forms and action plans.
• Procure and organize supplies for events
• Assist in all aspects of planning events, working with sponsors, event coordination, and execution
• Assist in creating event collateral, and outreach through media and social media channels, and email blasts
• Aggressively gather information on each project to achieve quality event execution
• Conduct research and find resources to help staff make decisions about event possibilities
• Propose new ideas to improve the event planning and implementation process
• Close out all events as required

**Events – Summit:** Intern will help with the management of our annual Summit event. Intern will work under one of the mentors.
• Work with mentor to coordinate event logistics
• Event planning, promotion
• Maintain up-to-date event documents including site-schedule forms and action plans.
• Procure and organize supplies for events
• Assist in all aspects of planning events, working with sponsors, event coordination, and execution
• Assist in creating event collateral, and outreach through media and social media channels, and email blasts
• Aggressively gather information to achieve quality event execution
• Conduct research and find resources to help staff make decisions about event possibilities
• Propose new ideas to improve the event planning and implementation process and close out all events as required

**Events - Virtual Receptions:** Intern will help with the management of our virtual reception events. Intern will work under one of the mentors.
• Work with mentor to coordinate event logistics
• Event planning, promotion
• Maintain up-to-date event documents including site-schedule forms and action plans
• Procure and organize supplies for events
• Assist in all aspects of planning events, working with sponsors, event coordination, and execution
• Assist in creating event collateral, and outreach through media and social media channels, and email blasts
• Aggressively gather information to achieve quality event execution
• Conduct research and find resources to help team make decisions about event possibilities
• Propose new ideas to improve the event planning and implementation process
• Close out all events as required

**Research Projects:** Science intern will join our team. Our research teams are working on exciting new developments in the areas of cardiology and oncology innovation, and will offer a solid education to interns of all levels, so please apply regardless of your year and experience level.

This is a very exciting opportunity for a students at all levels, and we look forward to working with the interns hired as you grow your skills in our labs.

• Research

MENTORS
Sherry-Ann Brown
Craig Beavers
Avirup Guha
Hugo Martinez
Brenton Bauer
Richard Cheng
Eric Yang
Anne Blaes
Neha Bansal