



## Work Placement Position

# Cancer Council NSW Business Administration Intern

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Cancer Council is Australia's leading cancer charity, working across every area of every cancer. Every day, we support people affected by cancer when they need it most; speak out on behalf of the community on cancer issues; empower people to reduce their cancer risk; and find new ways to better detect and treat cancer.

To find out more, visit [cancerCouncil.com.au](http://cancerCouncil.com.au)

We have two Community Engagement offices in Western NSW, Orange and Wagga Wagga, with a staff and volunteer team supporting fundraising, advocacy, prevention & screening, and the delivery of practical support programs.

Preparing for the Spring event season; as well as Practical Support & Volunteer Management, we have roles available in both offices.

1. Events Administration & Support – planning activities and social media
2. Program Administration & Support – Transport to Treatment & Information Services
3. Volunteering Project Officer – human resource administration and support

Required:

- Information and technology proficiency
- Friendly customer service skills
- Confident phone manner

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**Subject:** **Session 1 (30):** BUS220 (70hrs), BUS370 (120hrs)  
**Session 2 (60):** BUS110 (35hrs), BUS370

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**Specialisation:** Business, Event Management, Management, Marketing

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**Location:** Wagga Wagga, Orange

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**Availability:** Multiple positions: Orange and Wagga Wagga Offices

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**Further Information:** Cancer Council NSW would like to offer CSU Business students an opportunity to undertake work placement with them. Cancer Council NSW have a range of projects and activities that can match your skills, interest and availability. Projects can include assisting us in preparing and running our upcoming events including Relay for Life or supporting the delivery of Practical Support programs.

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**How to Apply:** Email Cover Letter, Résumé, Academic Transcript and [Authority to Disclose Information](#) to Melaina Tate, Volunteering & Partnerships Coordinator at [melaina.tate@nswcc.org.au](mailto:melaina.tate@nswcc.org.au) or call 4223 0209 for further information.

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**Closing Date:** [Closing Date](#)

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