

**Undergraduate Health Leadership Initiative  
2024 Summer Internship Program**

**New England Cancer Specialists  
100 Campus Drive  
Scarborough, ME 04074**



**About the Organization:** New England Cancer Specialists (NECS) is a private medical practice composed of 18 oncologists and hematologists serving the region from 6 different locations in Maine and New Hampshire. Our mission is to make life better for people with cancer and blood disorders. Kindness, compassion, and respect are part of everything that we do - from our phone operators to our physicians, every person on our team is important, and everyone makes a difference. We are proud to be an adult oncology member of the Dana-Farber Cancer Care Collaborative, striving to provide the highest quality care and unmatched, holistic support for every patient, every day.

**Internship Title:** Special Projects Intern

**Number of positions available:** 1

**Internship Description:** NECS is seeking a Special Projects Intern to work closely with the Project Manager and other internal leaders to assist in the day-to-day execution of special projects. Responsibilities & projects MAY include, but are not limited to:

- Assist with creation of educational materials for patients.
- Assist with development of presentations on NECS service lines.
- Assist with quality improvement projects.
- Assist with preparations to move Scarborough offices to new office location.

**Knowledge, Skills, Abilities and Qualifications:**

- Detail oriented and highly organized.
- Strong communication skills with internal and external stakeholders.
- Energetic and assertive, prepared to not only follow instruction, but also work proactively. Ability to prioritize work and meet deadlines.
- Ability to think creatively and execute vision.
- Ability to work collaboratively and effectively with diverse groups and people.
- Self-motivated, independent and willing to work within a fast-paced working environment Knowledge of, or interest in, oncology.
- Strong knowledge in Microsoft Suite

**Rate of Pay:** \$19-20 per hour

**Work Location:** In-person

**Time Commitment:** up to 40 hours per week

**Other logistical aspects to be considered:** Please note, housing is not provided.