



Program Internship Overview

Position: Program Intern

Location: New York, NY

Position Type: Full Time (40 hrs/week)

Timeline: May 1 - August 31

Compensation: Monthly Stipend

Global Health Corps

The extreme disparity in health outcomes and access to healthcare that exists today between the world's rich and the world's poor is unjust and unsustainable. To change this unacceptable status quo will require a new generation of leaders with diverse skills and backgrounds. Emerging leaders need opportunities to build their skillsets and build meaningful connections with other young leaders who share a vision for transformative change.

Global Health Corps is mobilizing a global community of emerging leaders to build the movement for health equity. We do this by providing yearlong paid fellowship opportunities to passionate young leaders. During their fellowship year, GHC fellows serve in positions of impact within outstanding organizations in the US and sub-Saharan Africa. They also engage in intensive training, professional development opportunities, mentorship and thoughtful community building.

Fellows work in teams of 2—one international fellow, one in-country fellow—on a wide range of areas that improve healthcare access and health outcomes for the poor. Fellows have built financial management systems for grassroots HIV organizations in Uganda, counseled homeless teenagers in New Jersey, supported district pharmacies in Rwanda in rolling out new supply chain management tools, and conducted policy research in Washington, DC.

Position Overview:

Global Health Corps is seeking creative, well-organized, hard-working interns to support the 2018-2019 fellowship program. Interns will work closely with the Program team, and will gain first-hand understanding of the day to day operations of a young entrepreneurial non-profit.

The interns will work closely with the GHC staff to:

- Plan and prepare for quarterly retreats for the 2017-2018 fellowship class
- Plan and prepare for Training Institute for the 2018-2019 fellowship class
- Plan and prepare for Leadership Summit retreat for GHC alumni
- Support fellowship onboarding for the 2018-2019 fellowship class
- Track and monitor 2017-2018 fellowship activities

- Assist with ongoing GHC alumni activities
- Plan events, identify venues, and manage logistics during events
- Support fellowship onboarding of the 2018-2019 fellowship class - collecting and tracking fellow materials and requirements
- Analyze survey data
- Prepare materials for workshops
- Perform administrative duties including calendar management, email monitoring, etc.
- Provide support to Country Teams as needed
- Additional projects as needed

Candidates must:

- Be enrolled in college or have a college degree
- Have exceptional attention to detail
- Be very well-organized
- Have demonstrated a strong work ethic
- Have demonstrated strong and clear interest in social justice and/or public health issues
- Be able to remain focused in a fast paced environment with competing priorities

Desired Skills:

- Experience in administrative roles and settings
- Demonstrated success in event/conference planning and coordination
- Be proficient in organizing and managing information on secure file sharing and storage systems (i.e. Dropbox, Google Drive, OneDrive, etc.)
- Be proficiently knowledgeable of data collection tools and web applications (i.e. Wufoo, Survey Monkey, Formsite)
- Have experience and proficiency with Wordpress content management system or website builders (i.e. WIX, Squarespace, or Weebly)
- Have knowledge of human centered design methodology
- Demonstrated design experience and proficiency with Adobe Cloud Suite (InDesign, Photoshop, Illustrator)

Interns will be given significant responsibilities and a fair amount of autonomy, so preference will be given to those applicants who are interested in managing projects over the course of multiple months. This is a great opportunity to be part of a young, growing nonprofit and to gain valuable experience in program development and management.