



Fall Admissions and Operations Internship

Position: Admissions and Operations Intern

Location: New York, NY

Position Type: Full Time (40 hours/week)

Timeline: Sept-Dec (prefer Sept-May)

Compensation: Monthly Stipend

Global Health Corps

Global Health Corps (GHC) mobilizes a global community of emerging leaders to build the movement for health equity. GHC believes young leaders with diverse backgrounds and a deep commitment to collaboration, innovation, and social justice are going to revolutionize how the world tackles its toughest health challenges. We strongly believe our GHC community is the new breed of leaders that the world desperately needs.

Through a competitive recruitment process, we identify daring and innovative university graduates and early- to mid-career professionals from around the world and pair them with amazing partner organizations and government agencies in the US, East Africa, and Southern Africa. Our fellows spend a year in their placement devoting their unstoppable energy to making the world a healthier place for all people, everywhere. Whether they are working with a small grassroots organization like [HIPS](#) in Washington, DC to ensure sex workers have access to critical health services, or with the Ministry of Health in Zambia researching patient use of HIV testing and counseling, each fellow plays an essential role in the health equity movement.

Fellows come together five times a year for additional training, community building, leadership development, and mentorship to become audacious, resilient, and highly-networked changemakers. Each one of our fellows has the capacity to change the world – and many already are – and we are grateful to work closely with them to amplify their impact. Since its founding in 2009, GHC has supported nearly 600 fellows working at various levels of the health system, across issue areas and across continents, and our community gets stronger every year.

For more information, visit our [website](#) or find us on [Facebook](#) and [Twitter](#).

The Internship

Global Health Corps seeks an intern to join our dynamic and fast-growing community. We are looking for someone with a strong track record of getting stuff done and who can point to examples of their commitment to social justice and health equity. We are a team of people who work really hard, and have an amazing time doing it. This internship comes with the opportunity to have a significant impact on the work that we do. Someone who is eager to contribute to the health equity movement, build his/her communications skills, and will take pride in working

hard to accomplish tasks, both big and small, will earn a great deal of experience and be an important and appreciated part of our team.

The intern will work closely with members of the Operations Team to assist with a range of projects involved in running GHC's fellowship program, ensuring that GHC fellows from around the world have the opportunity to develop as leaders and impact the health of communities in which they serve. The ideal candidate will thrive in an informal, fast-paced environment and will be excited to support, strengthen and expand headquarter operations. Interns will have the opportunity to own and develop their projects.

Responsibilities

The interns will work closely with the GHC staff to:

- Help maintain the fiscal records of the organization (no prior book-keeping experience required)
- Help manage the recruitment and selection process for the 2016-2017 fellow class- including communications with potential applicants and management of the online application system
- Maintain and further develop the Salesforce Constituent Relationship Management database (no prior Salesforce experience required)
- Assist with implementing a Monitoring and Evaluation system for the fellows' experiences and their impact in their communities
- Assist with security monitoring and developing emergency preparedness plans for Uganda, Malawi, Rwanda, Burundi, and Zambia
- Conduct research on other organizations, programs, and donation opportunities for GHC as needed; write overview reports for GHC staff
- Assist with logistical preparations for GHC Fellows

Required

- Excellent attention to detail and organizational skills
- Must have an undergraduate degree or be pursuing an undergraduate degree.
- Excellent writing skills
- Proficiency with Microsoft office, particularly Excel
- Strong internet research skills
- Flexibility and enthusiasm for taking on a variety of projects as they arise

Preferred

- Some cross-cultural working or learning experience
- Experience with office / non-profit administration
- Experience using Salesforce

How to Apply

To apply, please submit a resume and responses to the two questions below to apply@ghcorps.org. Please limit your response to each question to 300 words. No cover letter necessary. Please indicate "Admissions and Operations Internship" in your email subject line.

Q1 – What draws you to the Admissions and Operations Intern role and why do you think you would thrive in this role?

Q2 – Tell us about a professional experience that you're very proud of. What did you do, and why are you proud of it?

Thank you for applying!

The GHC Team

