



Operations Internship Overview

Position: Spring Operations Intern

Location: New York, NY

Position Type: Full Time (40 hrs/week)

Timeline: February-May (end date flexible)

Compensation: \$612/month

Position Overview:

Global Health Corps is seeking bright, creative, and hard-working Operations Interns to play a pivotal role in the running of a young entrepreneurial non-profit. Interns will assist with a range of projects involved in running GHC's fellowship for emerging leaders in global health, 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. Because of the small size of our NY staff, interns will have the opportunity to own and develop their projects. Experimentation and innovation are encouraged.

The interns will work closely with the GHC staff to:

- Help manage the selection and onboarding processes for the 2015-2016 fellow class including communications with potential applicants and management of the online application system
- Help maintain the fiscal records of the organization (no prior book-keeping experience required)
- Maintain and further develop the Salesforce Constituent Relationship Management database (no prior Salesforce experience required)
- Assist with designing and implementing a Monitoring and Evaluation system for the fellows' experiences and their impact in their communities
- Assist with developing emergency preparedness and security 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

Application Instructions

If interested, please send a cover letter and resume to apply@ghcorps.opg with the subject line “Spring Operations Intern”. Feel free to submit any additional writing or work sample that will help us get to know you better.