



# Summer Internship Overview

**Position:** GHC Summer Intern

**Location:** New York, NY

**Position Type:** Full Time (40 hrs/week)

**Timeline:** May -August

**Compensation:** \$1000/month

## About Global Health Corps

Global Health Corps aims to mobilize a global community of emerging leaders to build the movement for health equity. GHC believes that a global movement of individuals and organizations is necessary in order to change the unacceptable status quo of extreme health inequities. GHC works to strengthen this movement by recruiting, training, and supporting the movement's future leaders. GHC provides opportunities for young professionals from diverse backgrounds to work on the frontlines of the fight for global health equity in year-long fellowships. Our fellows have a measurable impact on the health of the communities in which they work, and draw upon that experience and the GHC alumni network to deepen their impact throughout their careers.

## Position Overview:

Global Health Corps is seeking bright, creative, and hard-working Interns to play pivotal roles 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, the interns will be empowered and supported in overseeing significant projects across different work domains. Interns will work closely with GHC staff and will gain a first-hand understanding of the day-to-day operations of a young entrepreneurial non-profit.

## The interns will work closely with the GHC staff in the following areas:

### Operations:

- Assist with developing emergency preparedness and security plans for fellows in Uganda, Malawi, Rwanda, Burundi, and Zambia



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- Assist with securing health insurance for incoming fellow class
- Assist with gathering Monitoring and Evaluation data about fellows' experiences and their impact in their communities
- Organize travel arrangements for the incoming fellow class
- Organize housing and supplies for the incoming fellow class
- Manage correspondence with the incoming fellow class and analyze data received from this correspondence
- Help maintain the fiscal records of the organization (no prior book-keeping experience required)
- Conduct research on other organizations, programs, and donation opportunities for GHC as needed; write overview reports for GHC staff
- Provide logistical support during the training institute

## Programs:

- Help organize and execute the 2 week training institute at Yale University including:
  - Coordinate travel logistics for high-profile speakers, including pick up and drop off from train station
  - Coordinate ground transportation of fellows to and from the airport
  - Organize events and outings throughout the Training, such as an alumni night, speaker meet & greet, and Manhattan scavenger hunt
  - Copy edit, print, and organize all materials for Training
  - Assist with other logistical preparations for the incoming class of fellows
  - Provide logistical support during the training institute, including running microphones, filming sessions, and serving as medical liaison
- Help with additional program support including:
  - Preparing materials for End-of-Year Retreat for outgoing fellows
  - Research potential program activities for the fellowship in east and southern Africa and northeastern US hubs (e.g. in-service training and networking opportunities)

## Development and Communications:

- Fundraising projects will include:
  - Grant research and writing
  - Donor research and briefing creation
  - Donation processing
  - Managing the fundraising database – Salesforce (no Prior Salesforce experience necessary)
  - Events support (invitation creation, ticket processing, donor briefings, event follow-up, etc.)
- Communications projects will include:



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- Drafting and editing Newsletters and other written outreach
- Support social media strategy and daily management of Twitter and Facebook
- Draft and edit material for press/media outreach
- Assist in media relations activity

## 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:

- Have demonstrated strong interest in social justice and/or public health issues
- Some cross-cultural working or learning experience
- Experience with office / non-profit administration
- Experience with retreat or conference planning and execution
- Experience with sustained and people-focused engagement, such as being a camp counselor, resident assistant, sports team captain, or theater production assistant
- Experience using Salesforce

*Interns must be available during the entire 2 weeks of the training institute: June 27-July 12*

## Application Instructions

If interested, please send a resume and answers to the following questions to [apply@ghcorps.org](mailto:apply@ghcorps.org) with the subject line "Summer Intern". Please limit your answer to each question to 300 words. No cover letter required.

1. Why do you think you would be a great intern at Global Health Corps? If you would like to focus on Operations, Programs or Development/Communications during your internship please indicate your preference and explain why you want to focus on that area.
2. New York City is a big city and you can do this kind of work at many other organizations. Why do you want to work at GHC specifically?