



Operations Summer Internship

Time Commitment: Full time (40+ hours a week)

Time Period: May-August

Location: New York, NY

Compensation: \$1000/month for 3 months

About Global Health Corps:

Global Health Corps aims to mobilize a global community of emerging leaders to build the movement for health equity. The complexity and scope of today's global health challenges require participation from a wide range of fields beyond medicine, from supply chain management to computer programming, monitoring and evaluation to human resource management. Yet opportunities are scarce for individuals with backgrounds outside of medicine to use their unique skills in public health. At the same time, for those who work in public health, a lack of community with other leaders limits collaboration, knowledge sharing and support. This scarcity of opportunities and community means that too many skilled and ambitious young professionals are unaware of or unable to achieve their potential impact in the health field, prolonging the creation and implementation of innovative solutions.

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.

Global Health Corps is seeking paid full-time interns (40 hrs/week)

Global Health Corps is seeking bright, creative, hard-working Interns to play a pivotal role in the running of a young entrepreneurial non-profit. Because of the small size of our NY staff, the interns will play a key role in our organization, and will be empowered and supported in overseeing significant projects across different work domains. Interns will work closely with the NY staff and will gain a first-hand understanding of the day-to-day operations of a young entrepreneurial non-profit. Interns will assist with:

- 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
- Manage correspondence with the incoming class of fellows
- Organize travel for incoming class of fellows
- Assist with other logistical preparations for the incoming class of fellows
- Provide logistical support during the training institute
- Help maintain the fiscal records of the organization (no prior book-keeping experience required)

Candidates must:

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

Preferred:

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

Interns must be available during the entire 2 weeks of the training institute: June 27 - July 15

How to apply:

To apply, email a resume, cover letter, and 3-5 page writing sample to apply@ghcorps.org with the subject "Summer Internship" by April 15, 2014.