



Global Health Corps Program and Operations Internship

Time commitment: Full-time

Time Period: January– March 2015 (or dates within that range)

Location: New York

Compensation: \$612/month

Global Health Corps

Global Health Corps mobilizes a global community of emerging leaders to build the movement for health equity. GHC believes young people are the future to solving global health challenges. We place recent college graduate and young professionals from diverse professional backgrounds in health non-profits and government offices in the US, East Africa and Southern Africa for a year of service in order to strengthen and learn from the organization. GHC's 59 partner organizations include Partners in Health, Clinton Health Access Initiative, Gardens for Health International, and the Covenant House in Newark, New Jersey.

Fellows focus on creating solutions for a variety of current health issues like HIV, maternal child health, nutrition and healthcare access. Through additional training, community building, leadership development and mentorship, these young people complete their fellowship with skills to be change makers and paradigm– shifters in the global health field throughout their careers. Since its founding in 2009, GHC has deployed 450 fellows to work in 7 countries. For more information, visit <http://ghcorps.org/> or find us on [Facebook](#) and [Twitter](#).

The Internship

Global Health Corps is seeking creative, well-organized, hard-working interns to support the programming and operations of the 2014-2015 Fellowship. Interns will work closely with the CEO, Vice President of Operations, Vice President of Programs, Operations Associate and regional Program Managers, and will gain a first-hand understanding of the day to day programming and operations of a young entrepreneurial non-profit.

Interns will:

- Help coordinate the recruitment and selection processes for the next class of Global Health Corps Fellows including assisting reading fellowship applications
- Help organize over 100 volunteers to assist in the fellow recruitment and selection processes
- Manage the online application system and help lead communication with potential applicants
- Implement fellow recruiting strategies for reaching young professionals in public health, IT, supply chain management and other fields by leading outreach to universities, NGOs, professional networks and job posting websites

- Create and maintain tracking documents and reports to gauge progress of fellow recruitment and selection efforts
- Using Salesforce.com, help manage communications with a wide range of constituent groups and assist with newsletter and other supporter communications
- Create and maintain content for the GHC website
- Assist in social media outreach
- Other additional projects as needed

Candidates must:

- Have demonstrated strong interest in social justice and/or public health issues
- Be comfortable working in excel
- Be comfortable working with a range of on-line systems such as our online fellowship application, Doodle, Salesforce, Google forms and documents...or be able to learn these systems quickly
- Be enrolled in college or have a college degree
- Have EXCELLENT attention to detail
- Be very well-organized
- Have demonstrated a strong work ethic
- Be able to remain focused in a fast paced environment

Interns will be given significant responsibilities and a high amount of autonomy. This is a great opportunity to be part of a young, cutting-edge nonprofit and to gain valuable experience in program management, database management and nonprofit operations. This experience will also provide an insight into how fellowships or schools conduct admissions processes.

How to Apply

If interested, please submit a cover Letter and resume to apply@ghcorps.org with the subject line "Winter 2014-2015 Internship." Due to the high volume of applications, only applicants selected for an interview will be contacted.

Thank you for applying!

The GHC Team