

Programs Intern

1920 L St., NW, Suite 200 Washington, DC, 20036

Job Description

Working with the President and NHHF Programs Manager, the Programs Intern will assist in managing and implementing various programmatic deliverables. The Programs Intern plays a vital role within the NHHF team; this individual will have the ability to learn about program management, project execution, fundraising, event planning, and much more. The Programs Intern should be entrepreneurial, highly motivated, and energetic. S/he should be attentive to details and be able to handle multiple projects and deadlines. The applicant should have familiarity or an interest in working with the Hispanic community and medical professionals. This internship is expected to be fully in-person. **The programs intern will get an immersive and diverse experience to work with Senior Leadership behind the scenes of a 25 year old+ Latino health national nonprofit.**

Duties and Responsibilities:

- Occasionally answer phone inquiries, direct calls, and provide basic company information.
- Assist in the coordination and logistics of virtual and in-person events.
- Conduct outreach to potential speakers and partners.
- Assist in the planning and coordination of our two yearly Scholarship Galas (depending on semester).
- Participate in all-staff meetings and meetings with funders and project officers from private and governmental organizations (OMH, CDC, etc...).
- Assist in preparing information and research materials; create and maintain PowerPoint presentations for the Programs Team and Senior Leadership.
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files.
- Manage databases and input information, data, and records.
- Participate in webinars and briefings virtually or in person with various stakeholders in the Latino health and federal sectors.

Qualifications

- Able to work in the Washington, D.C. office in-person.
- Interest in health and/or event/meeting planning.
- Open minded and willingness to collaborate with other team members and co-interns.
- Strong research skills coupled with good multitasking skills.
- Proficiency in Microsoft Office Suite and G-Suite.
- Excellent written and verbal communication skills.
- Self-motivated and able to work with minimal supervision.
- Energetic and eager to tackle new projects and ideas.
- Professional communication skills. Good phone/email etiquette.
- Interns are paid at a rate of \$17.00/hour and the position is temporary.

To apply for this position, please email your résumé and cover letter to Vito Gearity, Senior Programs Manager, at vgearity@nhmamd.org.