



# NON-PROFIT OPERATIONS & VOLUNTEER MANAGEMENT INTERNSHIP

**Internship Description:** Partners for World Health is looking for undergraduate, graduate students or recent graduates who have excellent oral and written skills, are able to communicate effectively with a wide range of people, are well organized, able to work independently, have a positive attitude, and enjoy collaborating with a team in a dynamic work environment.

Interns at Partners for World Health are included in all aspects of our operation, exposed to our work on global health issues, and provided with numerous opportunities to develop strong leadership skills.

## **Responsibilities include:**

### **Operational Management**

1. Assist the Operations Team in the daily operations of PWH
2. Identify and prepare volunteer tasks in advance for up to 50 volunteers per day
3. Learn to receive, organize, assess, and re-package medical items

### **Volunteer Management**

1. Instruct and manage volunteer tasks
2. Oversee multiple volunteers at once, answering questions and making decisions as needed

### **Medical Category Management**

1. Own a specific PWH operational (medical) area
2. Assess, organize and improve existing process documents for organization and task work within specified PWH operational area
3. Develop new processes and documentation as needed
4. Conduct research to become knowledgeable about the medical area



## **PWH Program-driven Project**

1. Duties as assigned

### **Qualifications:**

- Undergraduate, graduate students or recent graduates
- Demonstrated experience leading teams and working well under pressure
- Strong interpersonal skills and ability to interact with a wide range of people
- Excellent oral and written communication skills
- Well-organized, with a demonstrated ability to proactively complete tasks with minimal supervision
- Ability to coordinate and prioritize multiple projects simultaneously
- Strong work ethic
- Passion for the PWH mission

### **Commitment:**

The internship runs from early **September - December** (dates are flexible according to your term schedule).

Part-time (minimum of 16 hours/week) or Full-time (maximum of 40 hours/week), Tuesday through Saturday.

This is a PAID, in-person internship located at **40 Walch Drive, Portland, Maine.**

### **Application:**

Applications are considered on a rolling basis. Apply early for best consideration!

PWH is happy to discuss with students looking to fulfill their practicum requirements.

To apply: Submit a **cover letter** and **resume** to Alan Clark: [alan@partnersforworldhealth.org](mailto:alan@partnersforworldhealth.org)