



Last Mile Populations Lab

There will be **THREE** open positions at the Last Mile Populations Lab in the spring 2019 semester. Please find the corresponding position descriptions on the following pages.

1. **Communications Intern (page 2)**
2. **Business Development Intern (page 3)**
3. **Program Support Intern (page 4)**

Organizational Overview

HealthRight International empowers marginalized communities to live healthier lives, by employing a human rights-based approach and working closely with community partners to improve local capacity and advance the inclusivity of health systems.

GENERAL INTERNSHIP DESCRIPTION

HealthRight interns are an integral part of the HealthRight team. They assist staff with developing and implementing programs, promoting HealthRight's mission and achievements, advocating for the rights of marginalized communities, and assisting with special projects and the day-to-day operations of the organization.

Interns work both independently and as a team, collaborating closely with HealthRight staff and academic and NGO partners. Successful candidates will have a passion for global health and human rights, an eagerness to learn, the ability to self-manage in a collaborative environment, and strong writing skills. This is an ideal opportunity for students enrolled in a relevant bachelor's or master's program or recent graduates interested in program development, fundraising, and communications.

TASKS AND RESPONSIBILITIES

Interns will specialize in the particular area associated with their position (e.g. communications, grants), but have the opportunity to engage in a wide variety of tasks, programs, and projects. All interns will need to familiarize themselves with HealthRight's programs.

REQUIRED QUALIFICATIONS

- Enrolled in a relevant bachelor's or master's program or recent graduate
- Excellent writing, copy-editing, research, and organizational skills
- Proficiency in Microsoft Office and Google Drive
- Ability to work independently and self-manage
- Willingness to embrace critical feedback and strive for learning and improvement

DESIRED QUALIFICATIONS

- Language skills, especially Ukrainian and Swahili
- Experience working or volunteering outside of the U.S.

HealthRight internships are unpaid. We will gladly support your application for university credit or outside funding.

The spring 2019 internship program will start on January 28 and end on May 10, 2019.

We will begin reviewing applications for the spring program on January 1, 2019 and will accept applicants on a rolling basis until January 13, 2019.

[Click here](#) to submit an application

Communications Intern

The intern will create materials for social media, email, print, and the HealthRight website to communicate HealthRight's work to donors, funders, and partners. A successful candidate will be able to work independently and efficiently to create high-quality materials that have a professional appearance and engage the audience while effectively conveying key concepts and achievements.

This position will allow the intern to take on significant responsibility and gain crucial experience working on the communications team of an international organization. The intern is welcome to pursue specific projects related to HealthRight's programs (e.g. Women and Children's Health, Global Mental Health) or other key areas of HealthRight's work.

TASKS AND RESPONSIBILITIES

- Create frequent posts for Facebook, Instagram, and Twitter using Hootsuite
- Maintain a calendar of important dates such as international awareness days
- Devise strategies to grow HealthRight's following on social media
- Develop content for HealthRight's website
- Support fundraising efforts by designing promotional materials
- Research and develop literature reviews and news briefs
- Assist staff with writing and design projects as necessary
- Support HealthRight events and special tasks as necessary

REQUIRED QUALIFICATIONS

- Experience using design software, such as InDesign or MS Publisher
- Excellent writing, copy-editing, research, and organizational skills
- Superior critical thinking and problem solving skills
- All required qualifications listed on Page 1

DESIRED QUALIFICATIONS

- Experience using Photoshop or other image-editing tools
- Theoretical knowledge of effective communication strategies for non-profit organizations
- Prior experience managing professional social media accounts
- A passion for art and design

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For questions or comments, please email intern.coordinator@healthright.org

Business Development Intern

The intern will support the grants search and application process, track grant and donor information, and maintain the donor database. A successful candidate will be able to work independently and efficiently, with meticulous attention to detail, to ensure the accuracy of information in HealthRight's databases and the successful operation of the grants systems.

This position is excellent for anyone interested in working in the nonprofit sector, as grants and fundraising are a key part of any nonprofit organization. The position will allow the intern to participate actively in the mechanisms of grant writing and fundraising for an international organization and gain hands-on experience working with Raiser's Edge. The intern is welcome to pursue specific projects related to HealthRight's programs (e.g. Women and Children's Health, Global Mental Health) or other key areas of HealthRight's work.

TASKS AND RESPONSIBILITIES

- Scan funding sources for available grants
- Research key information for viable grants
- Maintain a calendar of active and future grant deadlines
- Attend and provide administrative support for Business Development meetings
- Provide administrative support during the grant application process
- Enter and clean donor data in Raiser's Edge
- Support HealthRight events and special tasks as necessary

REQUIRED QUALIFICATIONS

- Expertise in MS Excel and Google Sheets – including advanced formulas, conditional formatting, data validation, etc.
- Excellent writing, copy-editing, research, and organizational skills
- Superior critical thinking and problem solving skills
- All required qualifications listed on Page 1

DESIRED QUALIFICATIONS

- Experience using Raiser's Edge or similar databases
- Prior grant writing experience

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Program Support Intern

The intern will directly support Dr. Sally Guttmacher, HealthRight's Senior Technical Advisor for Women and Children's Health. The work will include finalizing and troubleshooting Dr. Guttmacher's new online course *Reproductive Health and Human Rights*, assisting Dr. Guttmacher in preparing for a major public health forum, assisting with grant proposal writing, and providing research, administrative, and technical assistance to Dr. Guttmacher as needed. A successful candidate will be able to work independently and efficiently, with a commitment to producing high-quality work under tight deadlines.

This position is excellent for anyone interested in the academic side of public health, as it gives insight into the back-end of developing a graduate level public health course. The position will also allow the intern to participate actively in grant writing and research related to Women and Children's Health.

TASKS AND RESPONSIBILITIES

- Review and troubleshoot the online course
- Research solutions and provide suggestions for the online course
- Conduct internal and external research for grant proposals
- Provide administrative and editing support during the grant application process
- Provide administrative support for the public health forum
- Support HealthRight events and special tasks as necessary

REQUIRED QUALIFICATIONS

- Excellent writing, copy-editing, research, and organizational skills
- Ability to quickly learn to use new software and solve technical problems
- Superior critical thinking and general problem solving skills
- All required qualifications listed on Page 1

DESIRED QUALIFICATIONS

- Experience with basic web design and computer programming
- Prior experience working in Women and Children's Health

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