



Last Mile Populations Lab

There will be **SEVEN** open positions at the Last Mile Populations Lab for the summer 2019 session. Each intern will have one area of focus, as described 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, as well as 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 (communications, grants, or program support), 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. Interns are required to work at least 10 hours per week, and are expected to support at least one event outside of normal working hours (e.g. fundraisers).

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

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

COMPENSATION

While HealthRight does not pay interns directly, NYU students can apply for compensation via Federal Work Study for this position. We will also gladly support your application for university credit or outside funding.

The summer 2019 internship program will start on May 27 and end on August 23, 2019.

We will begin reviewing applications for the summer program on February 11, 2019 and will accept applicants on a rolling basis until April 1, 2019 or until all positions are filled.

[Click here](#) to submit an application

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

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
- Experience using Hootsuite
- 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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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, pivot tables, 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 HealthRight's program staff, including Dr. Sally Guttmacher, Dr. Theresa Castillo, and Dr. Wietse Tol. The work will include conducting qualitative research and literature reviews, assisting with grant proposal writing, and providing other research, administrative, and technical assistance 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 will allow the intern to participate actively in grant writing and research and is excellent for anyone interested in the academic side of public health as well as NGO program development.

TASKS AND RESPONSIBILITIES

- Conduct internal and external research for grant proposals and program development
- Provide administrative and editing support during the grant application process
- Participate in meetings between HQ program staff, field staff, and partners
- Support HealthRight events and special tasks as necessary

REQUIRED QUALIFICATIONS

- Excellent writing, copy-editing, research, and organizational skills
- Ability to parse and manage large amounts of complex information
- Superior critical thinking and problem solving skills
- All required qualifications listed on Page 1

DESIRED QUALIFICATIONS

- Experience working with NVivo or other qualitative research software
- Prior experience working on grant proposals
- Prior work related to HealthRight's programs and target populations

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