Last Mile Populations Lab

There will be **ONE** open position at the Last Mile Populations Lab for the fall 2020 session. The opening is for the position of **Business Development Intern**. The BD intern will join the existing cohort of interns, including one Communications Intern and several Program Support interns.

**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 12 hours per week, and are expected to support at least one event (likely virtual) 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
- Open-mindedness and humility regarding working with marginalized populations
- Must have access to a functioning computer with webcam and microphone

**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, we will gladly support your application for university credit or outside funding.

The fall 2020 internship program will start on September 8 and end on December 11, 2020.

Interviews for the program will occur on a rolling basis beginning August 1, 2020 and will continue until the position is filled. Applicants are encouraged to submit their application as early as possible.

[Click here](https://appmonday.com/apply/Internships) to submit an application

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
- Enter and clean funding data in Fluxx Grantseeker
- 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
- A passion for spreadsheets and data management

COMPENSATION

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