JOB DESCRIPTION

INTERNSHIP TITLE: Healthcare Foundation Intern
POST DATE: 04/16/19
CLOSE DATE: Rolling

JOB SUMMARY
The Patient Safety Movement Foundation (PSMF) is a global non-profit foundation in Irvine, CA committed to ZERO preventable deaths in hospitals. The PSMF is looking to provide opportunities to help young professionals build their career while benefitting the charity and building capacity.

Strong candidates possess a willingness to learn in a fast-paced environment, a “whatever it takes” attitude, passion for healthcare and interest in the non-profit world. Interns are responsible for supporting staff with current projects as well as develop projects as capacity grows. Interns are proactive members of the team, included in many leadership meetings for exposure on how non-profits work and are constantly working to meet the Foundation’s Goals and Objectives.

PRIMARY RELATIONSHIPS
Within the organization, the position has primary working relationships with the Chief Operating Officer, and other members of the team on a project-to-project basis, as well as volunteers of the PSMF. Outside the Foundation staff and core volunteers interns may interact with consultants, key stakeholders and partners.

KEY FUNCTIONS & RESPONSIBILITIES
• Adhere to the mission statement and execute the vision for the Foundation as determined by the Board of Directors
• Ability to be an integral part of an innovative, fast-paced team
• Design, compile and report on metrics as it relates to specific projects and the Strategic Plan of the PSMF.
• Provide administrative support to staff which includes but is not limited to: fulfilling online orders, mailing, faxing, copying, scanning, collating and transporting materials.
• Participate and support events, as required
  o Conduct research
  o Help prepare for events, supporting Event staff
  o Schedule meetings/conference calls/video conferencing
  o Follow-through on analytics and reporting after events conclude
• Support marketing projects, as needed
  o Update website content (via Wordpress)
  o Support social media campaigns
  o Work on Vimeo/YouTube which includes uploading, tagging, logging new and existing content
• Performs special projects as requested
• Additional Duties may be presented within the scope of this job description

MINIMUM & PREFERRED QUALIFICATIONS AND EXPERIENCE:
MINIMUM QUALIFICATIONS

• Must be Apple literate
• Excellent written and oral communications skills
• Excellent interpersonal skills
• Excellent organizational and time-management skills
• Rigorous attention to detail
• Thrives in fast-paced environment
• Self-directed problem solver and accomplished “doer”
• High level of professionalism and integrity
• Ability to work independently
• Independent problem-solving skills

PREFERRED QUALIFICATIONS

• Experience working in healthcare or non-profit setting preferred

EDUCATION

• Enrolled in University, or
• Recent College Graduate

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

This position primarily works outside of a traditional office environment, making frequent contact with partners on a daily basis. It requires frequent sitting, standing, walking and lifting (must be able to lift a minimum of 50 pounds). Daily use of a computer and other computing and digital devices is required. May stand for extended periods when facilitating meetings or walking in the facilities. The ability to operate a motor vehicle and maintain a valid Driver’s license is required.

The physical demands of the position described herein are essential functions of the job and employees must be able to successfully perform these tasks for extended periods. Reasonable accommodations may be made for those individuals with real or perceived disabilities to perform the essential functions of the job described.