



TIMMY
GLOBAL HEALTH

Global Health Fellowship

Academic Year 2019-2020

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<i>Title:</i>	Global Health Fellowship
<i>Employee Status:</i>	Full time, hourly pay
<i>Reports To:</i>	Service Trip Coordinator
<i>Location:</i>	Indianapolis, IN (headquarters)
<i>Start Date/End Date:</i>	June 2019 - June 2020 (preferred)
<i>Compensation:</i>	\$8.25 hourly pay & international travel on one Timmy brigade
<i>Vacation:</i>	This position is allotted 15 days of vacation, to be used at your discretion, in addition to the holidays listed below.
<i>Holidays:</i>	New Year's Day MLK Jr. Day President's Day Memorial Day Independence Day Labor Day Thanksgiving Day and Day After Christmas Eve and Day

Timmy Global Health Overview

Timmy Global Health is an Indianapolis-based nonprofit that seeks to expand access to health care while empowering students and volunteers to tackle today's most pressing global health challenges. In collaboration with our international and US partners, we facilitate medical service trips and channel financial, medical, and human resources to community-based projects in the countries where we serve. Through our work, Timmy Global Health seeks to strengthen local health systems while empowering future leaders in global health through student and corporate chapter program. At Timmy, we believe that all people have a basic human right to access to quality healthcare and that everyone, regardless of your age or career path, play a role in fighting for health equity. In the words of Timmy's founder, Dr. Chuck Dietzen, "Not all of us were born to be doctors and nurses, but we were all born to be healers."

Global Health Fellowship Introduction

Timmy Global Health is looking for two full-time Global Health Fellows for the 2019-2020 year. This fellowship is designed to provide a former Timmy student leader or other emerging global health/nonprofit leader with an opportunity to deepen their contribution to and understanding of, the nonprofit world in global health through a competitive, paid, yearlong fellowship at Timmy Global Health's headquarters in Indianapolis, IN. The fellowship furthers Timmy's mission while fostering valuable skills in student engagement and chapter development, nonprofit management, program development and evaluation, project management, fundraising, global health, and international development. As key players on a small, grassroots team, our fellows will have an opportunity to work closely with leadership, significant responsibility over assigned programs/projects, direct leadership and interaction with student leaders, and opportunity to travel to visit Timmy student chapters and international sites. The fellowship is open to graduating seniors and recent graduates who have demonstrated a significant commitment to making a tangible, positive change in the global health/nonprofit world.

Specific Duties and Responsibilities

The following list of duties and responsibilities will be divided between the three fellows to support each Timmy chapter's activities in fundraising, advocacy and local/international service. The following responsibilities will be split among these three fellows. Projects are subject to change based on need.

- o **Conduct key, regular communications with designated Timmy Global Health university chapters** such as: monthly chapter calls, travel to selected college chapters to provide presentations and/or talks about global health, creation of chapter resources, periodic training webinars, and development monthly newsletters with global health updates for student chapters
- o **Assist the Medical Service Trip Coordinator in trip preparation, support and coordination tasks** including: medical service trip registrations, payments, flights, pre-trip and in-country logistics maintenance. Timmy organizes files for 40+ medical service trips per year, as well as documentation and communication for 1,000+ volunteers including students, faculty, medical professionals, and corporate partners. The fellows will be a critical aides in gathering and managing this information.
- o **Communicate pre-trip logistics and preparation with student, faculty or corporate trip leaders and medical professionals** via: phone calls, conferences, Skype meetings, or in-person meetings with participants, specifically trip leaders and medical professionals. Communication ranges from one-on-one talks to visiting Indiana-based Timmy chapters and assisting the Medical Service Trip Coordinator in presenting on a variety of topics related to the medical service trip, cultural competency, and global health.
- o **Assist the Director of Service and Education with the development and execution of the annual Student Leadership Conference** including: developing themes and content for conference sessions, creating and designing event materials, coordinating registration and travel logistics for conference participants and speakers, and facilitating event logistics related to technology, schedule, etc.
- o **Coordinate and implement the Timmy Global Health High School Program** including: planning and coordinating the High School Student Conference, calling and hosting monthly meetings, managing high school trip application and selection process, and preparing high schoolers for the trip.

- o **Coordinate and implement the Timmy Global Health Scholarship Program** including: managing the scholarship selection committee, providing advertisements for scholarship program, collecting/preparing all applications, communicating with applicants, and coordinating student follow-up with program supporters.
- o **Support Timmy international and domestic staff** including: regular communication with international staff, partners, and Timmy Medicine Women to coordinate approval from international Ministry of Health staff regarding customs paperwork and medications sent. Assist in updating and monitoring trip payments with Timmy's Director of Finance and Operations.
- o **Provide support for global health research and project direction to Timmy Global Health staff members** including, but not limited to: International Program Managers, Director of Service and Education, and the Executive Director.

Miscellaneous:

- o Special projects and administrative support in collaboration with the Service Trip Coordinator or other staff, based on individual experience and interests, as well as the needs of the organization.
- o Aid the Director of Service and Education in the planning and implementation of Timmy's annual Student Leadership Conference, to be held in September
- o Support Timmy's social media presence (i.e. Twitter, Facebook), alongside the Development and Marketing staff.
- o Support the Timmy Global Health staff with planning, organizing, and implementing significant Timmy events including but not limited to: Timmy Trivia Night, Timmy's Annual Gala, and other development and marketing activities.
- o Provide assistance and on-the-ground support for Timmy Global Health medical service trips throughout the year when needed (Each fellow can expect to travel internationally for one medical service trip).

Job Requirements and Skills

Required:

The ideal candidate for the Timmy Global Health Fellowship has demonstrated that s/he:

- o Has a passion for working with college and high school students
- o Has a passion for global health, nonprofit work, and Timmy's mission
- o Is detail-oriented and highly organized
- o Is able to juggle multiple, simultaneous projects
- o Is entrepreneurial and a self-starter
- o Is energetic with an optimistic personality
- o Is confident working both independently and with a team
- o Has a sense of humor and a flexible personality
- o Has strong communications skills, both written and verbal
- o Has a high level of maturity to work in a constantly changing and challenging environment
- o Has familiarity with Google Drive and the Microsoft Office Suite

Preferred:

- o Former Timmy Global Health Chapter member (high school or college) or other chapter experience, ideally with an international service organization (i.e. Global Brigades, GlobeMed, MedLife, Building Tomorrow)
- o Experience leading groups or teams
- o Intermediate Spanish or above
- o Familiarity with social media, Microsoft Publisher, Adobe Photoshop and/or InDesign, and video editing software
- o Experience with event management and fundraising

To Apply

Timmy plans to hire three Global Health Fellows with a focus on student engagement for the June 2019- June 2020 year. Please submit a current resume with a cover letter by email to jobs@timmyglobalhealth.org by Sunday, February 17th at 11:59 PM. Please write "Global Health Fellowship Application 2019-2020" in the email subject line. Applications will be reviewed on a rolling basis; please submit your application earlier if possible. Finalists ONLY will be contacted for an in-person or telephone interview.

Please direct any questions to the Timmy Global Health Service Trip Coordinator, Victoria Eder at victoria@timmyglobalhealth.org