



# TIMMY

## GLOBAL HEALTH

### Data and Evaluation Intern Summer 2019

Timmy Global Health. 22 E 22nd Street, Indianapolis, IN 46202. Tel: 317-920-1822. Fax: 317-920-1821. [timmyglobalhealth.org](http://timmyglobalhealth.org)

<i>Title</i>	Data and Evaluation Intern
<i>Dates</i>	Summer 2019 (end date negotiable), approx. 10-12 hrs/week
<i>Employee Status</i>	Unpaid Intern
<i>Reports to</i>	Data and Evaluation Manager

#### Internship Objective:

Timmy Global Health is looking for a part-time, Data and Evaluation Intern for the summer of 2019. The position requires a detail-oriented individual with strong written communication skills responsible for researching opportunities to strengthen Timmy's Medical Service Trips and data management processes. You will gain experience in data management and evaluation for an international non-profit organization, including exposure to non-profit management.

#### Timmy Global Health Overview:

Timmy Global Health is an Indianapolis-based not-for-profit organization that expands access to healthcare and empowers students and volunteers to tackle today's most pressing global health challenges. Timmy's work is founded on the belief that all people, regardless of who they are, what resources they have, and where they live, should have access to quality healthcare. It strives to make this vision a reality by strengthening the capacity of local health systems through short-term medical service programs and long-term health solutions. Timmy Global Health supports 10 community based project sites in the Dominican Republic, Ecuador, Guatemala, and Nigeria.

## Internship Description:

### **MST Evaluation**

- Assist in monitoring and evaluating Timmy's health programs
  - Collect and store evaluation data and aid in the creation of bi-annual reports that evaluate medical service trips and the Community Health Promoter Program
- Assist in analyzing data to make programmatic changes that improve the provision of these services

### **Development**

- Research grant opportunities for the following areas of programming:
  - Community Health Promotion
  - Mobile Health Technology (mHealth)

### **Data Coordination**

- Assist in collecting and managing data related to medical service programs, including:
  - Electronic Medical Record data
  - Evaluation materials
  - Financial data
- Develop training materials for use of Timmy's Electronic Medical Record
- Continue development of training materials and procedural documents for the ongoing organization and re-structure of the TGH GDrive

### **Other Management Support**

- Other miscellaneous projects as assigned by the Data and Evaluation Manager or the Director of Operations

## Internship Duration & Hourly Commitment:

- To last 10-16 weeks
- Hourly commitment: 10-12 hours a week preferred
- Work schedule is flexible
  - Ideally candidate will spend time at Indianapolis office minimum 1 day every week
- Option to extend into the summer semester is available

## Job Requirements & Skills

- Is detail-oriented and highly organized
- Is able to juggle multiple simultaneous projects
- Is entrepreneurial and a self-starter with high quality control
- Has a strong work ethic
- Is passionate about global health
- Is confident working both independently and with a team
- Is proficient with Microsoft Office, particularly Microsoft Excel
- Has familiarity with Google Suite
- Has a sense of humor and a flexible personality
- Has strong communication skills, both written and verbal
- Is responsible and positive
- Has a high level of maturity to work in a constantly changing and challenging environment

## How to Apply:

Please submit a current resume with a cover letter via email to [jobs@timmyglobalhealth.org](mailto:jobs@timmyglobalhealth.org).

Please write "Data and Evaluation Intern - Summer 2019" in the subject of your email.

**Applications will be reviewed on a rolling basis; please submit your application earlier if possible.** Only finalists will be contacted for an in person or telephone interview. Please direct any questions or concerns to the Timmy Global Health Data and Evaluation Manager, Heidi Hosler ([heidi@timmyglobalhealth.org](mailto:heidi@timmyglobalhealth.org)).