



# TIMMY

## GLOBAL HEALTH

### FINANCE & OPERATIONS INTERN SPRING 2018

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>	Nonprofit Operations and Finance Intern
<i>Dates</i>	January 21st - May (Flexible End Date)
<i>Employee Status</i>	Unpaid Intern
<i>Reports to</i>	Director of Operations

#### Internship Objective:

Timmy Global Health is looking for a part-time, Indianapolis-based Finance and Operations Intern for the spring of 2019. The position requires a detail-oriented, organized individual who will be responsible for researching and re-evaluating the company's operations, including: finance, human resources, office maintenance/procedures, and electronic resources in an effective and efficient manner. You will gain experience in fiscal management for an international non-profit organization, including exposure to non-profit legal and tax structures.

#### Timmy Global Health Overview:

Founded in 1997 by Dr. Chuck Dietzen, Timmy Global Health is a 501(c)3 nonprofit organization based out of Indianapolis, Indiana that channels resources to sustainable health projects in developing countries. Partnering with established non-governmental organizations (NGOs) in Ecuador, Guatemala, Dominican Republic, and Nigeria, Timmy Global Health sends a group of volunteers every two to three months to provide primary care clinics in underserved areas. Additionally, Timmy Global Health sends monetary support for our partner organizations to grow their outreach to community members with the greatest needs. Utilizing the charisma of college and high school students, Timmy Global Health has developed its volunteer base at more than 40 universities around the United States and seven high schools in the Indianapolis area.

## Internship Description:

The Timmy Global Health Finance & Operations Intern will work on the following projects, in addition to other project/tasks as assigned:

- Participation in the monthly Finance Committee Meetings
- Assist with Accounts Payable and Accounts Receivable
- Maintain organizational software and hardware, including but not limited to: Salesforce, Google Suite (Gmail, Google Drive, and Google Calendar), and Office365
- Serve as a positive ambassador and liaison to vendors, donors, volunteers, and other stakeholders; ensure that stakeholders are treated in a professional and courteous manner.

## High-Level Projects:

Projects include:

- Key support for international wire transfers
- Assist in the development of annual audit worksheets
- Assist the Development and Marketing team as needed with donor tax acknowledgments, specifically with fair market value of in-kind item tracking
- Review of and staff training on budget reconciliation for medical service trips
- Research the development of a streamlined registration and trip payment process

## Internship Duration & Hourly Commitment:

- To last 10-16 weeks; 10-15 hours a week minimum requested

## Job Requirements & Skills:

The ideal candidate has demonstrated that they are the following:

- Experienced in using software such as Microsoft Excel, Quickbooks, Salesforce
- Detail-oriented
- Highly organized and able to manage multiple projects
- Strong communications skills, both written and verbal
- Self-starter willing to explore new and better methods
- Confident working both independently and with a team
- Able to work in a flexible environment
- Mission-driven
- Good sense of humor!

## How to Apply:

Please submit a current resume with a cover letter via email to [jobs@timmyglobalhealth.org](mailto:jobs@timmyglobalhealth.org) by **January 3rd, 2019**. Please write "Finance & Operations Intern Spring 2019" in the subject of your email. Candidates will be contacted for an in person or telephone interview on a rolling basis as applications are received.