



# TIMMY

GLOBAL HEALTH

## Global Health Fellowship

Academic Year 2019-2020

Timmy Global Health | 22 E 22<sup>nd</sup> Street, Indianapolis, IN 46202 | Tel: 317.920.1822 | Fax: 317.920.1821 | [www.timmyglobalhealth.org](http://www.timmyglobalhealth.org)

<i>Title:</i>	Global Health Fellowship
<i>Focus:</i>	Special Assistant to Founder
<i>Employee Status:</i>	Full time, Hourly pay
<i>Reports To:</i>	Timmy Global Health Founder (Dr. Chuck Dietzen)
<i>Location:</i>	Indianapolis, IN (headquarters)
<i>Start Date/End Date:</i>	June 2019 - June 2020
<i>Compensation:</i>	\$8.25 Non-negotiable hourly pay
<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 a full-time Global Health Fellow for a term-limited position during the 2019-20 academic year (June 2019 - June 2020). 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, stipend-based fellowship based out of Timmy Global Health's headquarters in Indianapolis, IN. The fellowship furthers Timmy's mission by providing support to the Timmy founder, who will be engaged in activities that can serve the organization and raise its profile. The position 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**

*This fellow will serve as a special assistant to Timmy Global Health founder Dr. Chuck Dietzen. The following list of duties and responsibilities are subject to change based on need.*

- o Manage the founder's calendar and other related administrative needs.
- o Pursue and manage speaking engagements for the founder, including all details, communications and associated logistical arrangements.
- o Create and post social media and other publicity pieces for the founder.
- o Participate in weekly Timmy Global Health staff meetings and major events, and keep Timmy Global Health staff informed of founder's activities (including but not limited to media & speaking engagements).
- o Organize and run signature events as requested by the founder.
- o Collaborate with Timmy Global Health staff on strategic promotion and publicity related to the founder, specifically for development and communications purposes.
- o Special projects and/or support tasks as assigned by the founder.

### **Job Requirements and Skills**

#### ***Required:***

The ideal candidate for the Timmy Global Health Fellowship - Special Assistant to the Founder has demonstrated that s/he:

- o Has a passion for global health, nonprofit work, and Timmy's mission
- o Has a passion for working with college and high school students
- 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/Calendar and the Microsoft Office Suite
- o Is willing to do a variety of tasks and roles to serve the job purpose
- o Is able to travel locally, regionally, domestically or internationally

#### ***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**

Please submit a current resume with a cover letter by email to [jobs@timmyglobalhealth.org](mailto:jobs@timmyglobalhealth.org) by Sunday, Feb 17th at 11:59pm. Please write "Global Health Fellowship Application - Founder Special Assistant" 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 or concerns to the Timmy Global Health Founder Dr. Chuck Dietzen at [drchuck@timmyglobalhealth.org](mailto:drchuck@timmyglobalhealth.org).