



TIMMY
GLOBAL HEALTH

Timmy Global Health – Medical Service Trip Intern Summer 2019

Timmy Global Health | 22 E 22nd Street, Indianapolis, IN 46202 | Tel: 317.920.1822 | Fax: 317.920.1821 | www.timmyglobalhealth.org

Title	Medical Service Trip Intern
Dates	Summer 2019 (2-3 month commitment), approx 20-40 hrs./week
Employee Status	Unpaid Intern
Reports to	Service Trip Coordinator

About Timmy Global Health:

Timmy Global Health is an Indianapolis-based nonprofit founded in 1997. Our mission is to expand access to healthcare and empowers students and volunteers to tackle today's most pressing global health challenges. To achieve this goal, Timmy sends medical service teams to support the work of international partner organizations and channels financial, medical, and human resources to community based health and development projects. Through our work, we strive to empower volunteers to lead the fight for global health equity and help deliver the promise of a healthy future – one patient at a time.

Position Overview:

The Timmy Global Health MST Internship is an unpaid internship experience intended to supplement a student's educational experience with skills relative to non profit development, coordination, and management, as well as global health. This opportunity also promotes valuable experience in organizational leadership, while vitally contributing to Timmy Global Health's mission and medical service trips.

Job Responsibilities:

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

- **Medical Service Trip Logistics:**
 - Volunteer data processing: registration, documents and flights
 - Trip payment and discount record keeping
 - Assist in managing the Timmy registration general email and trip communications

- **Medical Service Trip Communication & Resources:**
 - Assist in Student Trip Leader and Medical Professional communication
 - Create and update MST resources
 - Assist in Medical Professional recruitment
- **Global Health & MST Education and Research**
 - Research short-term MST ethics, discussion topics and resources
 - Prepare Global Health resources for MST volunteers
 - Assist in creating and updating MST reflection and trip planning resources
- **Other Timmy HQ Office Administrative Duties (as needed)**

Projects subject to change based on need.

Qualifications and Skills:

Required

The ideal candidate has demonstrated that they are the following:

- Detail-oriented and highly organized
- Able to juggle multiple simultaneous projects
- Entrepreneurial and a self-starter
- Strong work ethic
- Passionate about global health
- Confident working both independently and with a team
- Familiarity with Microsoft Office and Google Suite
- Have a sense of humor and a flexible personality
- Strong communications skills, both written and verbal
- Responsible and positive
- Have a high level of maturity to work in a constantly changing and challenging environment

Preferred

- Timmy Global Health Chapter member (high school or college)
- Familiarity with Salesforce, ExactTarget, Microsoft Publisher, and/or Adobe InDesign
- Experience in a leadership role at your university, event planning, and a global health background

Because the intern will play a supportive role in the Timmy Global Health office, much of their work will be done independently. It is important that the intern be able to work on their own without a great deal of assistance from staff.

How to Apply

Please submit a current resume with a cover letter via email to jobs@timmyglobalhealth.org by **Friday, March 1st at 11:59 PM EST**. Please write "Medical Service Trip Intern Summer 2019" in the subject line of your email. Finalists ONLY will be contacted for an in person or telephone interview. Please direct any questions or concerns to jobs@timmyglobalhealth.org.