



**TIMMY**  
GLOBAL HEALTH

## MEDICAL SERVICE TRIP (MST) INTERN SPRING 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>	MST Intern
<i>Dates</i>	Start Jan 21st, 2019 (at least 2-3 month commitment), approx 15-30 hrs/week
<i>Employee Status</i>	Unpaid Intern
<i>Reports to</i>	Medical Service Trip Coordinator

### Internship Objective:

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.

### 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 MST Intern will work on the following projects, in addition to other project/tasks as assigned:

- **Medical Service Trip Logistics:**
  - Volunteer data entry: registration, documents and flights
  - Trip payment and discount record keeping
  - Create and edit MST Trip Websites & Booklets
  - Purchase international medical insurance for MST volunteers
  - Submit volunteer data to STEP (Smart Traveler Enrollment Program)
  - Assist in managing the Timmy registration general email
- **Medical Service Trip Communication & Resources:**
  - Assist in Student Trip Leader and medical professional communication
  - Send registration and payment reminders to MST volunteers as needed
  - Create and update MST resources
  - Assist in medical professional recruitment
  - Participate in regular MST and US Programs meetings
- **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):**
  - Word processing, creating spreadsheets, presentations, filing and note-taking
  - Printing, copying, scanning, faxing, and mailing
  - Timmy event preparation: Student Leadership Conference and other events as needed (event attendance not required but encouraged if available).

## Internship Duration & Hourly Commitment:

### **Spring 2019 semester:**

- Weekdays, Mon-Fri (occasional weekends if available)
- Any time between 9am-6pm, 5-10 hours a week
- Opportunity to extend to Summer 2019 term if requested and agreed upon by supervisor and intern

## Job Requirements & 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

**How to Apply:**

Please submit a current resume with a cover letter via email to [jobs@timmyglobalhealth.org](mailto:jobs@timmyglobalhealth.org). Please write "MST Internship Spring 2019" in the subject of your email. Applicants will be reviewed on a rolling basis, so please apply as soon as possible. ONLY finalists will be contacted for an in person or telephone interview. Please direct any questions or concerns to the Timmy Global Health Service Trip Coordinator, Victoria Eder, at 317-920-1822 ext. 6 or [victoria@timmyglobalhealth.org](mailto:victoria@timmyglobalhealth.org).