



TIMMY
GLOBAL HEALTH

Timmy Global Health – Programming Intern Spring 2019

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

Title	Programming Intern
Dates	Start Jan 21st, 2019 (at least 2-3 month commitment), approx 10-25 hrs./week
Employee Status	Unpaid Intern
Reports to	Director of Service and Education

Internship Objective:

The Timmy Global Health Program Internship is an unpaid volunteer 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 of advocacy, health care promotion, and service.

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

- Assist in planning and preparation for the annual Student Leadership Conference drawing 100+ Timmy Global Health College Student Chapter members each year in September
- Develop new and innovative resources to support our college student chapters, including, but not limited to global health education and advocacy, critical reflection, cultural competency, fundraising, and service

- Handle chapter communication documentation and internal processes
- Aid and assist with medical service trips and international health programming projects

Projects are subject to change based on need.

Internship Duration and Hourly Commitment:

The duration of the internship is dependent on the student’s availability, but ideally 2-3 months for 10-25 hours per week. Changes to the timeframe and hours of work are flexible according to the student’s schedule and program requirements.

Job Requirements and Skills

Required

The ideal candidate has demonstrated that they are the following:

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

Preferred

- o Timmy Global Health Chapter member (high school or college)
- o Familiarity with Salesforce, ExactTarget, Microsoft Publisher, and/or Adobe InDesign
- o 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. Please write “Programming Intern Spring 2019” in the subject of your email. Finalists ONLY will be contacted for an in person or telephone interview. Applicants will be reviewed on a rolling basis, so please apply as soon as possible. Finalists ONLY will be contacted for an in person or telephone interview. Please direct any questions or concerns to the Timmy Global Health –Director of Service and Education, Sarah Batta (317-920-1822 ext. 3, batta@timmyglobalhealth.org).