



TIMMY

GLOBAL HEALTH

FINANCE & OPERATIONS INTERN

Timmy Global Health. 22 E 22nd Street, Indianapolis, IN 46202. Tel: 317-920-1822. Fax: 317-920-1821. timmyglobalhealth.org

<i>Title</i>	Finance & Operations Intern
<i>Dates</i>	Fall 2019 (2-3 month commitment)
<i>Employee Status</i>	Unpaid Intern
<i>Reports to</i>	Operations Manager & Deputy Executive Director

Internship Objective:

Timmy Global Health is looking for a part-time, Indianapolis-based Finance and Operations Intern for the fall of 2019. The position requires a detail-oriented, organized, and financially-savvy individual who will be responsible for researching and re-evaluating the company's office operations, including: finance, human resources, office maintenance and 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:

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.

TGH has distinct elements that define its principles of engagement and set it apart in the field of short-term medical service work abroad: ensuring continuity of care; long-term relationships with the communities it serves; an unwavering commitment to high-quality clinical care; respect for patients, partners, and government policies in the countries where it works; and emphasis on cultural humility and learning among its volunteers. TGH is currently evolving certain aspects of its programming to ensure that its work contributes to long-term, sustainable improvements in health care and health equity; using a model of recurring medical service trips and global health education as anchors.

At Timmy, we believe that all people have a basic human right to access quality healthcare and that everyone, regardless of age or career path, plays 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."

Internship Description:

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

- Participation in the bi-monthly Finance Committee Meetings
- Key support for international wire transfers
- 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 liaison with vendors and staff regarding day-to-day issues.
- 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:

- Review and assist in preparing annual audit worksheets and confirmation details
- Assist the Development and Marketing team as needed with donor tax acknowledgments; including but not limited to determining fair market value of in-kind item tracking
- Review of and analysis on budget reconciliation for medical service trip participation

Internship Duration & Hourly Commitment:

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

Job Requirements & Skills:

The ideal candidate has demonstrated that they are the following:

- Experienced in using financial management software such as Microsoft Excel, Quickbooks, Salesforce
- Detail-oriented
- Highly organized and able to manage multiple projects
- Strong communication 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 by August 10, 2019. Applicants will be reviewed on a rolling basis, so applying early is encouraged. Please write "Finance & Operations Intern Fall 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.