



**TIMMY**  
GLOBAL HEALTH

## Monitoring and Evaluation Intern 2019-2020

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>	Data and Evaluation Intern
<i>Dates</i>	Fall semester or year-long beginning September 2019 approx. 10-12 hrs/week
<i>Employee Status</i>	Unpaid Intern
<i>Reports to</i>	International Programs Manager & Data and Evaluation Manager

### Internship Objective:

Timmy Global Health is looking for a part-time, Monitoring and Evaluation Intern for the 2019-2020 academic year. The position requires a detail-oriented individual with strong research and data analysis skills responsible for assisting with data collection processes, data entry, and data analysis. You will gain experience in data management and evaluation for an international non-profit organization, including exposure to program development.

### 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:

### **MST Evaluation**

- Assist in monitoring and evaluating Timmy's health programs
- Assist in the collection and storage of evaluation data
- Assist in quantitative and qualitative analysis of a baseline needs assessment
- Assist in reporting baseline analysis results
- Assist in creating ongoing monitoring and needs assessment tools, collection processes, and analysis mechanisms

### **Development**

- Research grant opportunities for the following areas of programming:
  - Community Health Promotion
  - Preventative Public Health Work
  - Cross-cultural Capacity Building

### **Data Coordination**

- Assist in collecting and managing data related to global health programs, including:
  - Electronic Medical Record data
  - Baseline household surveys
  - Financial data
  - Impact assessments

### **Other Management Support**

- Other miscellaneous projects as assigned by the International Programs Manager or the Data and Evaluation Manager

## Internship Duration & Hourly Commitment:

- To last either one semester (10-16 weeks) in the Fall of 2019 or throughout the 2019-2020 academic year
- Hourly commitment: 10-12 hours a week preferred

- Work schedule is flexible
  - Ideally candidate will spend time at Indianapolis office minimum 1 day every week

### Job Requirements & Skills

- Is detail-oriented and highly organized
- Is able to juggle multiple simultaneous projects
- Is entrepreneurial and a self-starter with high quality control
- Has a strong work ethic
- Has experience in quantitative and/or qualitative research
- Is passionate about global health
- Is confident working both independently and with a team
- Is proficient with Microsoft Office, particularly Microsoft Excel
- Has familiarity with Google Suite
- Has a sense of humor and a flexible personality
- Has strong communication skills, both written and verbal
- Is responsible and positive
- Has a high level of maturity to work in a constantly changing and challenging environment

### How to Apply:

Please submit a current resume with a cover letter via email to [jobs@timmyglobalhealth.org](mailto:jobs@timmyglobalhealth.org). Please write "Monitoring & Evaluation Intern - 2019-2020" in the subject of your email.

**Applications will be reviewed on a rolling basis; please submit your application earlier if possible.** Only finalists will be contacted for an in person or telephone interview. Please direct any questions or concerns to the Timmy Global Health International Programs Manager ([callie@timmyglobalhealth.org](mailto:callie@timmyglobalhealth.org)).