



TIMMY
GLOBAL HEALTH

Global Health Fellowship

Academic Year 2020-2021

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Title:	Global Health Fellowship
Employee Status:	Bi-monthly stipend
Reports To:	Service Trip Coordinator
Location:	Indianapolis, IN (headquarters)
Start Date/End Date:	June 2020 - June 2021 (preferred)
Compensation:	TBD - Bi monthly
Vacation:	This position is allotted 15 days of vacation, to be used at your discretion, in addition to the holidays listed below.
Holidays:	New Year's Day MLK Jr. Day President's Day Memorial Day Independence Day Labor Day Thanksgiving Day and Day After Christmas Eve and Day

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. Through our work, Timmy Global Health seeks to strengthen local health systems while empowering future leaders in global health. At Timmy, we believe that all people have a basic human right to access quality healthcare and that everyone can play a role in fighting for health equity.

Global Health Fellowship Introduction

Timmy Global Health is looking for two full-time Global Health Fellows for the 2019-2020 year. This fellowship is designed to provide a former Timmy student leader or other emerging global health/nonprofit leader with an opportunity to deepen their contribution to and understanding of, the nonprofit world in global health through a competitive, paid, yearlong fellowship at Timmy Global Health's headquarters in Indianapolis, IN. The fellowship furthers Timmy's mission while fostering valuable skills in student engagement and chapter development, nonprofit management, program development and evaluation, project management, fundraising, global

health, and international development. As key players on a small, grassroots team, our fellows will have an opportunity to work closely with leadership, significant responsibility over assigned programs/projects, direct leadership and interaction with student leaders, and opportunity to travel to visit Timmy student chapters and international sites. The fellowship is open to graduating seniors and recent graduates who have demonstrated a significant commitment to making a tangible, positive change in the global health/nonprofit world.

Specific Duties and Responsibilities (25-30 hours a week):

The following list of duties and responsibilities will be divided between the fellows to support each Timmy chapter's activities in fundraising, advocacy and local/international service. Projects are subject to change based on need.

- o **Conduct key, regular communications with designated Timmy Global Health university chapters** such as: monthly chapter calls, travel to selected college chapters to provide presentations and/or talks about global health, creation of chapter resources, periodic training webinars, and development monthly newsletters with global health updates for student chapters
- o **Assist the Medical Service Trip Coordinator in trip preparation, support and coordination tasks** including: medical service trip registrations, payments, flights, pre-trip and in-country logistics maintenance. Timmy organizes files for 40+ medical service trips per year, as well as documentation and communication for 1,000+ volunteers including students, faculty, medical professionals, and corporate partners. The fellows will be a critical aides in gathering and managing this information.
- o **Communicate pre-trip logistics and preparation with student, faculty or corporate trip leaders and medical professionals** via: phone calls, conferences, Skype meetings, or in-person meetings with participants, specifically trip leaders and medical professionals. Communication ranges from one-on-one talks to visiting Indiana-based Timmy chapters and assisting the Medical Service Trip Coordinator in presenting on a variety of topics related to the medical service trip, cultural competency, and global health.
- o **Assist the Service and Education Manager with the development and execution of the annual Student Leadership Conference** including: developing themes and content for conference sessions, creating and designing event materials, coordinating registration and travel logistics for conference participants and speakers, and facilitating event logistics related to technology, schedule, etc.
- o **Monthly Educational Content:** Timmy will provide concepts and themes all Fellows will participate in to learn more about global health, non-profit management, and organizational leadership. These will take place monthly and will be facilitated by TGH staff or a partner outside the organization

Developmental Opportunities and Projects (10-15 hours a week):

The following roles and responsibilities below may include, but not limited to these development opportunities. To be determined on an individual basis, per organizational need.

- **Coordinate and implement the Timmy Global Health High School Program** including: planning and coordinating the High School Student Conference, calling and hosting monthly meetings, managing high school trip application and selection process, and preparing high schoolers for the trip.

- **Coordinate and implement the Timmy Global Health Scholarship Program including:** providing advertisements for scholarship program, reviewing applications, communicating with applicants, and coordinating student follow-up with program supporters.
- **Support the Timmy Global Health staff with planning, organizing, and implementing significant Timmy events. including but not limited to:** Timmy Trivia Night, Timmy Book Club and Annual Gala, Brownbag Lunches, and Staff training
- **Provide assistance and on-the-ground support for Timmy Global Health medical service trip.** Each fellow can expect to travel internationally for one medical service trip.
- **Provide support for global health research and project direction to Timmy Global Health staff members including, but not limited to:** Collaborate with staff members to pursue research and information on specific topic or program development. Present research findings to larger staff or specific staff member who assigned project
- **Volunteer Management and Donation Supply Drive Management:** Fellows have an opportunity to manage the two primary volunteer events and develop partners who can donate supplies for our medical service trips
- **Local volunteer and professional development:** Timmy encourages fellows to create time to cultivate a mentor/mentee relationship with a global health leader that will help with their professional development. Timmy will also allow some time throughout the month to volunteer with a local organization
- **Timmy Chapter Council:** Fellows can help manage and vision cast this advisory body to the undergraduate chapters. The TCC meets monthly and will need continued oversight and engagement to help provide tools/resources for chapters

Job Requirements and Skills

Required:

The ideal candidate for the Timmy Global Health Fellowship has demonstrated that s/he:

- Has a passion for working with college and high school students
- Has strong communications skills, both written and verbal
- Has a passion for global health, nonprofit work, and Timmy's mission
- Is detail-oriented and highly organized
- Is able to juggle multiple, simultaneous projects
- Is entrepreneurial and a self-starter
- Is energetic with an optimistic personality
- Is confident working both independently and with a team
- Has a sense of humor and a flexible personality
- Has a high level of maturity to work in a constantly changing and challenging environment
- Has familiarity with Google Drive and the Microsoft Office Suite

Preferred:

- Former Timmy Global Health Chapter member (high school or college) or other chapter experience, ideally with an international service organization (i.e. Global Brigades, GlobeMed, MedLife, Building Tomorrow)
- Experience leading groups or teams
- Intermediate Spanish or above

- o Familiarity with social media, Microsoft Publisher, Adobe Photoshop and/or InDesign, and video editing software
- o Experience with event management and fundraising
- o Experience in Public Speaking and group facilitation

To Apply

Timmy plans to hire two Global Health Fellows with a focus on student engagement for the June 2019- June 2020 year. Please submit a current resume with a cover letter by email to jobs@timmyglobalhealth.org by Sunday, February 17th at 11:59 PM. Please write “Global Health Fellowship Application 2019-2020” in the email subject line. Applications will be reviewed on a rolling basis; please submit your application earlier if possible. Finalists ONLY will be contacted for an in-person or telephone interview.

Please direct any questions to the Timmy Global Health Service and Education Manager Josh Riddick Josh.Riddick@timmyglobalhealth.org

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