



**TIMMY**  
GLOBAL HEALTH

## MEDICAL SERVICE TRIP (MST) INTERN Summer 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>	MST Intern
<i>Dates</i>	Start <b>May 2020</b> (at least 2-3 month commitment), approx 10-20 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:

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.

## 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:

### **Summer 2020 semester:**

- Weekdays, Mon-Fri (occasional weekends if available)
- Any time between 9am-6pm, 10-20 hours a week

## 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 Summer 2020" 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.