

Job Description: Education & Executive Office Intern, Summer 2019

The Association for Healthcare Philanthropy (AHP) is the leading authority in standards, knowledge and leadership in health care philanthropy. AHP is an international professional organization dedicated exclusively to development professionals who encourage charity in North America's health care organizations. For more information, please visit www.ahp.org.

Position: Education & Executive Office Intern

Description:

AHP seeks a dynamic self-starter to assist with education and conference planning, as well as research and office tasks for the association. This opportunity provides first-hand nonprofit experience in creating professional development for a member based organization.

Responsibilities:

- Duties will include assisting with planning, coordination and project management tasks to help ensure successful educational conferences.
- Review meeting specs and event set up for consistency, including some data entry.
- Track and maintain all speaker travel and contact information.
- Assist with ordering specialty items such as speaker gifts and researching new items.
- Respond to speaker-related inquiries; monitor the speaker inbox.
- Coordinate the ordering and packing of conference supplies.
- Provide assistance with demographic research.
- Record all minutes (notes) for the education and events department meetings, conference calls, and other important meetings.
- Assist with the updating of all educational events related content on the AHP website to ensure accuracy.
- Other duties as assigned.

Qualifications:

- Must be working toward a college degree.
- Prior internship experience in a related field preferred but not required.
- Working knowledge of MS Office Suite, Excel, database systems, and common office applications, such as web browsers and Adobe Reader.
- Ability to interact with members and vendors with effective communications skills and following accepted standards of business etiquette.
- Excellent written and oral communication and interpersonal skills; meticulous attention to detail.

Hours: Starting in May 2019, the intern will work 20-30 hours per week through August 2019. Specific start and end dates are flexible.

Compensation: \$10 per hour

Location: Arlington, VA

To Apply: Qualified candidates should send **resume** and **cover letter** (be sure to clarify availability) to bob@ahp.org with *Education & Executive Office Intern – Summer 2019* in the subject line no later than May 10, 2019. **NO PHONE CALLS PLEASE.** Management reserves the right to review and revise this document at any time. This document represents a description of intended job content, and should not be construed in any way to be a contract of employment.