



## Spring 2015 Internship Opportunities

### Advocacy and Communications Internship(s)

#### Advocacy and Communications Intern

Ontario Road Site; Washington, DC

##### Description

The Mary's Center Advocacy and Communications Department is a fast paced, but fun environment. Composed of a small team--they work on a very broad range of projects--everything from the creation of blast emails, newsletters, flyers, fact sheets, and brochures to videos, press releases, Facebook and Twitter posts, and much more. With the fast growth of our organization and the recent changes in healthcare reform, they are looking for a bright and hardworking intern to assist with writing projects.

The Advocacy and Communications Department is open to making this internship experience versatile in scope. Although most time will be spent working on Development projects, an intern will have the option to spend some time with other Mary's Center departments depending on their interests and the programs' current needs.

This position is unpaid. Hours are flexible depending on the student's availability and schedule, but we would prefer to have someone who is willing to commit to 16-24 hours a week. The intern will work out of our Ontario Road offices located at 2333 Ontario Road NW Washington, DC 20009.

##### Qualifications

- Interest in advocating for low income populations and recent immigrants
- Strong English writing skills
- Experience with social media management and campaigns
- Strong communication and organizational skills
- Good time management skills
- Comfortable doing independent research
- Working knowledge of Microsoft Office, Adobe Photoshop, and iMovie and/or Final Cut

Available 2 or 3 full days a week or 4 to 5 partial days

#### Graphic Design Intern

Ontario Road Site; Washington, DC

##### Description

The Mary's Center Advocacy and Communications Department is seeking an innovative and independent graphic design intern to assist with the creation of marketing and outreach materials. The intern would be responsible for assisting with the creation of flyers for internal and external events, as well as the creation and updating of fact sheets and brochures. This internship is unpaid.

##### Qualifications

- Be a currently enrolled student
- Available for work 10-15 hours per week for at least 2 months (hours are adjustable depending on one's schedule)
- Experience with graphic design programs like Adobe Photoshop, Illustrator, and InDesign
- This intern can telecommute if necessary
- Desirable: a laptop computer with Adobe programs like InDesign, Photoshop, Illustrator or a comparable program

Hours are flexible, but we would prefer to have someone who is willing to commit to a minimum of 10 hours a week during business hours. Some projects may also be done remotely and possibly outside normal business hours.



## Spring 2015 Internship Opportunities

### Film/Communications Intern

Ontario Road Site; Washington, DC

#### Description

Our Advocacy and Communications team seeks an outgoing and self-motivated intern to develop videos for Mary's Center waiting rooms and social media outreach. This individual would need to be a pioneer—and willing to take initiative to find interesting and compelling topics to capture. This internship is unpaid.

#### Qualifications

- Experience with video editing programs like iMovie or Final Cut
- Desirable: a laptop computer with video recording and editing equipment and software
- Available for work 10-15 hours per week (hours are adjustable depending on one's schedule)

This position is unpaid. Hours are flexible depending on the student's availability and schedule, but we would prefer to have someone who is willing to commit to a minimum of 10 hours a week during business hours. Some projects may also be done remotely and possibly outside normal business hours.

## DEVELOPMENT DEPARTMENT INTERNSHIP(S)

### Development Intern

Ontario Road Site; Washington, DC

#### Description

Mary's Center is seeking a highly motivated and outgoing individual to assist our Development Department. The Development Intern will work closely with the Development Department staff while preparing for upcoming fundraising activities and special events.

The Development Department is open to making this internship experience versatile in scope. Although most time will be spent working on Development projects, an intern will have the option to spend some time with other Mary's Center departments depending on their interests and the programs' current needs.

This position is unpaid. Hours are flexible depending on the student's availability and schedule, but we would prefer to have someone who is willing to commit to 16-24 hours a week. Intern will work out of our Ontario Road offices located at 2333 Ontario Road NW Washington, DC 20009.

#### Qualifications

- Interest in advocating for low income populations and recent immigrants
- Strong communication and organizational skills
- Good time management skills
- Available 2 or 3 full days a week or 4 to 5 partial days
- Well-spoken and great phone etiquette
- Comfortable engaging with diverse groups of people from all socio-economic backgrounds
- Comfortable doing independent research
- Working knowledge of Microsoft Office Suite

Additional duties may include:

- Aid with correspondence between Mary's Center donors, potential donors, and vendors. This would include, but is not limited to: solicitation letters, thank-you letters, telephone and email outreach, etc.
- Conduct research for and help organize our various charitable and fundraising events
- Conduct research for our grant-writers



## Spring 2015 Internship Opportunities

- Maintain databases of contacts
- Aid Advocacy and Communications Department with social media outreach and campaigns

### Desired traits

- Communications and/or marketing experience
- Networking experience (in order to find partner organizations and conduct outreach to bring in new participants and donors)
- Willingness to learn
- Exceptional writing abilities

### Volunteer Coordination Intern

Ontario Road Site; Washington, DC

#### Description

Mary's Center is seeking a highly motivated and outgoing individual to assist our Volunteer Coordinator. The Volunteer Coordination Intern will work closely with the Volunteer Coordinator and other Development Department staff in planning volunteer events from concept to completion. The intern will also aid in placing and processing all volunteers, interns, medical and nursing students, etc. that work with Mary's Center as well as help with the creation of an online volunteer portal. The Volunteer Coordination Intern will also assist with organization and distribution of in-kind donations.

The Development Department is open to making this internship experience versatile in scope. Although most time will be spent working on Development projects, an intern will have the option to spend some time with other Mary's Center departments depending on their interests and the programs' current needs.

This position is unpaid. Hours are flexible depending on the student's availability and schedule, but we would prefer to have someone who is willing to commit to 16-24 hours a week. The intern will work out of our Ontario Road offices located at 2333 Ontario Road NW Washington, DC 20009.

#### Qualifications

- Strong communication and organizational skills
- Exceptional customer service skills
- Good time management skills
- Available 2 or 3 full days a week or 4 to 5 partial days
- Well-spoken, great phone etiquette
- Working knowledge of Microsoft Office Suite

#### Desired Traits

- Community outreach experience
- Event planning experience
- Willingness to learn
- Networking experience (outreach to bring in new partner organizations and individuals to volunteer)
- Interest in working with low income populations and recent immigrants



## Spring 2015 Internship Opportunities

### WOMEN, INFANTS AND CHILDREN PROGRAM (WIC) INTERNSHIP(S)

#### WIC Intern

Georgia Avenue & Ontario Road Sites; Washington, DC

#### Description

WIC is a federally funded program that provides pregnant women, new mothers, infants, and children under the age of five years with education about healthy foods and nutrition. Mary's Center strives to facilitate the process of receiving WIC benefits. The WIC Program is currently seeking an outgoing and proactive student to assist its counselors with the reception of patients and dissemination of educational materials. The intern will be in charge of assisting with administrative duties including but not limited to:

- Receiving patients
- Scheduling appointments
- The organization of materials and supplies
- Providing education materials and resources to patients
- Shadowing counselors

WIC is open from 8:00am to 5:00pm Monday through Friday and on the first and third Saturday of every month from 9:00am to 1:00pm.

*Please note that this internship is unpaid.*

#### Qualifications

- Expressed interest in nutrition or health education preferred
- Available to work 10-15 hours per week for at least 3 months (hours are adjustable depending on one's schedule)
- Spanish language skills are a plus

### FINANCE INTERNSHIP(S)

#### Finance Intern

Ontario Road Site; Washington, DC

#### Description

Mary's Center is seeking a highly motivated and detail-oriented individual to assist our Finance Department. The individual will be heavily immersed in the everyday tasks and functions of a finance department, including electronic and hardcopy file management. From managing monies from grants to payroll for over 400 employees, our Finance Department is hard working and fast-paced—so be prepared to dive right in!

#### Qualifications

- Be a currently enrolled student
- Strong communication and organizational skills
- Working knowledge of Microsoft Office
- Quick learner
- Available for work a minimum of 10-15 hours per week (hours are adjustable depending on one's schedule)



## Spring 2015 Internship Opportunities

### OUTCOMES DEPARTMENT INTERNSHIP(S)

#### Patient Portal Intern

Ontario Road Site; Washington, DC

##### Description

In conjunction with the Director of Quality Assurance and Outcomes and the Medical Team, configure the eClinicalworks patient portal to give patients access to Mary's Center forms in both English and Spanish, their health record, as well as providing the ability to enter health information, such as immunization records.

Essential duties include the following. *Other duties may be assigned.*

- Configure the patient portal for described elements above
- Provide cheat sheets to the medical team on the use of the patient portal
- Create informational flyers for patients on use of the patient portal
- Assist the medical team in creating appropriate workflows to ensure data gets transmitted to the patient portal in a timely but appropriate fashion
- Work with the Development Team to ensure information on the patient portal is listed on the Mary's Center website
- Produce informational materials about the patient portal for Mary's Center staff
- *Other duties as assigned*

##### Qualifications

- **Education and/or Experience** – High School Diploma, some college, ability to work with software system to configure the already existing patient portal. Interest in Health IT.
- Available to work a minimum of 10-15 hours per week (hours are adjustable depending on one's availability)

### NUTRITION INTERNSHIP(S)

#### Nutrition Intern

Georgia Avenue Site; Washington, DC

##### Description

Mary's Center seeking an outgoing and proactive student to assist our nutritionist with the implementation of a new program at Mary's Center called Cooking Matters. The intern will be in charge of assisting with administrative duties including but not limited to:

- Assisting, planning, and organizing cooking sessions
- Calling participants for recruitment
- The organization of material and supplies

Our nutritionist typically spends Tuesday and Friday at 2333 Ontario Rd NW and Monday, Wednesday, and Thursday at 3912 Georgia Ave NW. Please keep this in mind when applying, as we are looking to two interns one for each location.

*Please note that this internship is unpaid.*

##### Qualifications

- Be a currently enrolled student who is studying nutrition (or a related subject)
- Available for work 10-15 hours per week for at least 3 months (hours are adjustable depending on one's schedule)
- Preferred bilingual in English and Spanish