

The Ohio Association of Free Clinics

Summer 2018 Internship Opportunities

Legislative Outreach Intern

The Ohio Association of Free Clinics is looking for a knowledgeable and excited candidate to assist in arranging legislative visits and promoting legislative advocacy. O AFC is a 501(c)(3) non-profit organization serving as the advocacy and organizational body for Ohio's charitable health organizations. We are looking for an intern to help connect our state legislators to clinics in their districts in order to better educate our lawmakers on the important work charitable health organizations do.

Responsibilities

- Contact legislator offices and clinics to schedule visits
- Serve as a liaison between clinics, O AFC, and legislators regarding visits
- Collect visit information from clinics (follow-up)
- Work with O AFC staff and Legislative Committee to develop Legislative Plan

Requirements

Strong knowledge and understanding of legislative advocacy and legislative outreach and/or previous experience regarding legislative process preferred; available 15-20 hours per week for ten weeks (June to August)

New Partner Outreach Intern

The Ohio Association of Free Clinics is looking for a knowledgeable and excited candidate to assist in outreach to potential new partners as we work to expand. O AFC is a 501(c)(3) non-profit organization serving as the advocacy and organizational body for Ohio's charitable health organizations. We are looking for an intern to help engage potential new partners.

Responsibilities

- Research potential new partners who fit our criteria for full and associate partnerships
- Reach out to potential new partners and set up meetings
- Develop a "New Partner Packet" for both full and associate partners
- Work with O AFC staff and Strategic Planning Committee to implement re-branding and other expansion endeavors

Requirements

Strong knowledge regarding outreach, email communication, organizational development preferred; available 15-20 hours per week for ten weeks (June to August)

To apply: Please complete the interest form and send along with a copy of your resume via email to Beth Collier at the Ohio Association of Free Clinics (bcollier@ohiofreeclinics.org) or fax to her attention at 614-914-6520 by no later than **5:00pm on April 6, 2018**.

The Ohio Association of Free Clinics Summer 2018 Internship Application

Contact Details

Name:

Street Address:

State:

ZIP Code:

Phone:

Email:

College/ University:

Current Year in School:

Major(s):

Minor(s):

Preferred method of contact:

Call

Email

Availability

Are you available from June 4-August 10, 2018?

Yes

No

Are there any days during this time that you are not available?

Yes

No

If so, what day(s)? Note: The OAFC office is closed July 4th.

What days of the week are you available? Interns are expected to be in the office 15-20 hours per week for ten weeks.

Monday

Tuesday

Wednesday

Thursday

Friday

Does your school/major/minor provide course credit for internships?

Yes

No

If so, please provide the contact details/ information for OAFC to complete any necessary steps or paperwork:

Application Questions

Which internship opportunity are you interested in?

Legislative Outreach

New Partner Outreach

Both

Describe yourself in 100 words or less.

A strong team is a cornerstone of our organization and as long as you are in our office, you are part of our team. What strengths do you believe you could bring to our team?

What are some skills you would like to develop during the course of this internship?

Everyone in the OAFIC office wears many hats. Opportunities, activities, and plans can change at any time and that means those in the office must be prepared for anything. Describe a time when something suddenly changed, and you had to be flexible. Were you successful, and if not, what did you learn from that experience?

Below are questions geared towards specific internship opportunities. If you are interested in both, please answer both questions.

Legislative Outreach

Describe a time that you were engaged in advocacy on behalf of an organization you were part of (ex. for a non-profit, school, community, etc.). Include to whom you advocated and what the outcome of the advocacy activity/activities was (if known).

New Partner Outreach

Describe a time when you engaged in something new (a new organization, community, etc.) for the first time and what guidance, resources, outreach the organization provided or *should* have provided that made or would have made that experience better?

Congratulations! You're done! Hopefully that wasn't too painful.

All applications will be considered. Selected applicants will be contacted to schedule an interview.

Please return this form along with a copy of your resume to Beth Collier at the Ohio Association of Free Clinics by email at bcollier@ohiofreeclinics.org or fax to her attention at 614-914-6520 by no later than **5:00pm on April 6, 2018.**