

Ohio Association of Free Clinics – Charitable Healthcare Network 2018-2019 Internship Opportunities

Fundraising Intern

The Ohio Association of Free Clinics - Charitable Healthcare Network is looking for a knowledgeable and excited candidate to assist in developing new funding streams for the organization. OAF - CHN 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 research funding and grant opportunities as well as assist in growing the sponsor base for 2019 OAF - CHN events.

Responsibilities

- Identify and engage with potential new organizational sponsors for OAF annual events/programs (e.g. Safety Net Symposium, Legislative Health Fair, Free Clinic Appreciation Month)
- Create a database of Ohio-based and other regional nonprofits in order to determine prospective exhibitors for events
- Develop sponsor and exhibitor opportunities packet for the 2019 Safety-Net Symposium
- Research additional grant opportunities from a variety of sources (foundations, corporate entities, governmental, etc.) and assist in the writing of identified grants
- Identify and engage with potential new organizational sponsors for OAF annual events and programs

Requirements

Strong knowledge of fundraising and/or event planning and grant writing experience preferred; available 16-24 hours per week (minimum) from September to April.

To apply: Please complete the interest form and send along with a copy of your resume and a brief writing sample (500 words or less) via email to Beth Collier at the Ohio Association of Free Clinics - Charitable Healthcare Network (bcollier@ohiofreeclinics.org) or fax to her attention at 614-914-6520 by **August 31, 2018 at 5:00pm**.

Organizational Development Intern

The Ohio Association of Free Clinics - Charitable Healthcare Network is looking for a knowledgeable and excited candidate to assist in organizational growth and rebranding efforts. OAF - CHN 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 assist in accreditation and developing resources and partnerships as the organization expands.

Responsibilities

- Research and apply for nonprofit accreditation from organization such as Better Business Bureau, Charity Navigator, and OANO
- Research potential new partners who fit our criteria for full and associate partnerships
- Develop a "New Partner Packet" for both full and associate partners
- Work with CHN staff and Strategic Planning Committee to implement rebranding and other expansion endeavors

Requirements

Strong knowledge regarding outreach, email communication preferred; available 16-24 hours per week (minimum) from September to April.

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Public Affairs and Legislative Advocacy Intern

The Ohio Association of Free Clinics - Charitable Healthcare Network is looking for a knowledgeable and excited candidate to assist in arranging legislative visits and planning legislative advocacy. OAF - CHN 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, OAF - CHN, and legislators regarding visits
- Collect visit information from clinics (follow-up)
- Work with OAF - CHN staff and Legislative Committee to develop Legislative Plan
- Develop toolkits for meeting with the legislators in the clinic and in their office
- Assist in planning and executing the 2019 Legislative Health Fair in February 2019
- Perform legislative advocacy on behalf of charitable healthcare organization in spring 2019

Requirements

Strong knowledge and understanding of legislative advocacy and legislative outreach and/or previous experience regarding legislative process preferred; available 16-24 hours per week (minimum) from September to April.

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Social Media and Communications Intern

The Ohio Association of Free Clinics - Charitable Healthcare Network is looking for a knowledgeable and excited candidate to assist in growing and managing communication and social media presence. OAF - CHN 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 keep our members and stakeholders connected with OAF - CHN as we grow and change.

Responsibilities

- Assisting staff in communication efforts through social media activities, distributed newsletters, and other updates provided to membership
- Evaluating effectiveness of current social media communications plan and making adjustments and improvements as needed to develop a sustainable, effective system
- Developing a contact database of press and media relations by region
- Researching best practices and then develop a sustainable organizational system for maintaining most up to date contact information for member clinics

- Promoting and managing social media fundraising campaigns run by the Columbus Foundation and others

Requirements

Strong knowledge regarding outreach, email communication, social media; available 16-24 hours per week (minimum) from September to April

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 - Charitable Healthcare Network (bcollier@ohiofreeclinics.org) or fax to her attention at 614-914-6520 by **August 31, 2018 at 5:00pm**.

Storytelling and Engagement Intern

The Ohio Association of Free Clinics - Charitable Healthcare Network is looking for a knowledgeable and excited candidate to assist in growing the *Clinic Voices* storytelling blog into a sustainable program. OAF - CHN 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 engage with our clinic staff and patients to share the stories of the impact of charitable healthcare in Ohio.

Responsibilities

- Connect and communicate with clinics to collect stories from patients, volunteers, and staff on a recurring timeline
- Develop system for regular story collection and posting onto *Clinic Voices* blog
- Design and post interviews and other content onto *Clinic Voices* blog
- Evaluate current system for organizing stories and photos; use assessment to develop and implement a new improved system
- Assess the impact of the *Clinic Voices* storytelling blog; recommend changes to it based on results of evaluation

Requirements

Strong knowledge regarding writing and editing and email communication, ability to travel and experience with journalism/ blogging/ publication preferred; available 16-24 hours per week (minimum) from September to April

To apply: Please complete the interest form and send along with a copy of your resume and a brief writing sample (500 words or less) via email to Beth Collier at the Ohio Association of Free Clinics - Charitable Healthcare Network (bcollier@ohiofreeclinics.org) or fax to her attention at 614-914-6520 by **August 31, 2018 at 5:00pm**.

Ohio Association of Free Clinics – Charitable Healthcare Network 2018-2019 Internship Application

Contact Details

Name:

Street Address:

State:

ZIP Code:

Phone:

Email:

College/ University:

Year in School:

Major(s):

Minor(s):

Preferred method of contact:

Call

Email

Availability

What days of the week work best for you? Interns are expected to be in the office for 16-24 hour per week. Please factor in classes, extracurricular activities, etc.

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 CHN to complete any necessary steps or paperwork:

Application Questions

Which internship opportunity are you interested in?

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 goals/ things you would like to improve on during the course of this internship?

Everyone in the Ohio Association of Free Clinics - Charitable Healthcare Network 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. Please only answer the question that applies towards the internship you are applying for.

Fundraising

Describe a time in which you raised funds for a cause that you believed in. What was your role? How successful were you/ your team or group? What did you learn that could help you in the future?

Organizational Development

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?

Public Affairs and Legislative Advocacy

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.). What did you learn? What would you have done differently in the future? Include to whom you advocated and what the outcome of the advocacy activity/activities was (if known).

Social Media and Communications

Describe a time in which communication between you/ a group you were involved in and an outside stakeholder either helped or hurt the relationship. What did you learn? What worked well or could have made the situation better?

Storytelling and Engagement

Describe a story (i.e. news article, opinion piece, point in a discussion, etc.) that changed the way you viewed a certain person, issue, cause, etc. What about that story that was so successful in changing your mind? Have you ever tried replicating that technique in your own writing/ storytelling to promote a cause that you cared about? And if so, how did it work and/or how could it have been improved?

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 to Beth Collier at the Ohio Association of Free Clinics - Charitable Healthcare Network by email at bcollier@ohiofreeclinics.org or fax to her attention at 614-914-6520 by **August 31, 2018 at 5:00pm**. If you have any questions or concerns, please don't hesitate to reach out to Beth at 614-869-3414 or by email.

Be sure to make sure that your PDF is saved before you send it in!