

Programs Intern

1920 L St., NW, Suite 200 Washington, DC, 20036

Job Description

Working with the Director of Programs and Senior Programs Manager, the Programs Intern will assist in managing and implementing various programmatic deliverables. The Programs Intern plays a vital role within the NHMA team; this individual will have the ability to learn about program management, project execution, fundraising, event planning, and much more. The Programs Intern should be entrepreneurial, highly motivated, and energetic. S/he should be attentive to details and be able to handle multiple projects and deadlines. The applicant should have familiarity or an interest in working with the Hispanic community and medical professionals. This internship is expected to be fully in-person. **The programs intern will get an immersive and diverse experience to work with Senior Leadership behind the scenes of a 25 year old+ Latino health national nonprofit.**

Duties and Responsibilities:

- Occasionally answer phone inquiries, direct calls, and provide basic company information.
- Assist in the coordination and logistics of virtual and in-person events.
- Conduct outreach to potential speakers and partners.
- Assist in the planning and coordination of our Annual Conference or two yearly scholarship galas (depending on semester).
- Participate in all-staff meetings and meetings with funders and project officers from private and governmental organizations (OMH, CDC, etc...).
- Assist in preparing information and research materials; create and maintain PowerPoint presentations for the Programs Team and Senior Leadership.
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files.
- Manage databases and input information, data, and records.
- Participate in webinars and briefings virtually or in person with various stakeholders in the Latino health and federal sectors.

Qualifications

- Able to work in the Washington, D.C. office in-person.
- Interest in health and/or event/meeting planning.
- Open minded and willingness to collaborate with other team members and co-interns.
- Strong research skills coupled with good multitasking skills.
- Proficiency in Microsoft Office Suite and G-Suite.
- Excellent written and verbal communication skills.
- Self-motivated and able to work with minimal supervision.
- Energetic and eager to tackle new projects and ideas.
- Professional communication skills. Good phone/email etiquette.
- Interns are paid at a rate of \$17.00/hour and the position is temporary.

To apply for this position, please complete the form here: bit.ly/NHMAInternProgram. For more information visit please email Vito Gearity, Associate Director of Programs & Internships, at vgearity@nhmamd.org.

Communications Intern

1920 L St., NW, Suite 200 Washington, DC, 20036

Job Description

The National Hispanic Medical Association (NHMA) is looking to promptly hire a Communications Intern (Full-time or Part-time). The Communications Intern is responsible for supporting a variety of communications activities, with a focus on producing content and building engagement across NHMA's websites, membership, events, social media channels, programs, and campaigns. Self-motivation, attention to detail, collaboration, and the ability to successfully handle multiple projects are essential to this position.

Our Ideal Candidate:

- Strong writing, copywriting, and copy-editing skills
- Detail-oriented with excellent time management and organizational skills
- Clear and accurate communication skills (verbal and written)
- Excellent knowledge of social media (Facebook, Twitter, LinkedIn, Instagram, YouTube, etc.)
- Strong research skills, ability to synthesize complex information
- Interest in supporting media relations and placements
- Marketing skills and familiarity with email marketing apps (Constant Contact)
- Exposure to social media management tools and best practices (e.g., Sprout Social)
- Interest in learning website maintenance and support in WordPress/Squarespace/Memberclicks
- Interest in expanding graphic design skills required (e.g., Canva)
- Experience or interest in learning Adobe Creative Cloud (Photoshop, Premier Pro, etc.)

Additional Information:

- Ideally, the candidate can work 3-5 days a week between 9:30 a.m. - 5:30 p.m. EST in the D.C. office
- Flexible working hours based on school schedule and/or availability (Note: 4 hour/day minimum, ~30 hours/week minimum).
- Pay is \$17.00 an hour paid every two weeks.
- For more information visit, <https://www.nhmamd.org/nhma-internship-program>

COVID-19 Considerations:

All staff are expected to be fully vaccinated and show proof of vaccination on, or before, the official start date.

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Event Planning Intern

1920 L St., NW, Suite 200 Washington, DC, 20036

Job Description

Working with the Director of Membership and Chapter Development and the Senior Manager of Meetings and Chapter Development, the Event Planning Intern will be integral to organizing resources and supporting NHMA members, components, and events. This internship offers a unique opportunity for the Event Planning Intern to delve into various aspects of marketing, communications, and event planning within the NHMA team. The ideal candidate must possess a keen attention to detail and can excel in managing multiple projects and deadlines. Familiarity with or an interest in working with the Hispanic community and medical professionals is preferred. This internship is expected to be fully in-person.

The Event Planning Intern will get an immersive and diverse experience to work with Senior Leadership behind the scenes of a 30 year old Latino health national nonprofit.

Duties and Responsibilities:

- Maintain regular communication with NHMA members and chapters via email and/or phone.
- Handle membership-related inquiries, including processing dues payments and updating profiles.
- Assist in member communications and membership marketing activities across various platforms, including social media, email, and digital marketing channels.
- Manage and respond to inquiries received through membership, chapters, and conference general mailboxes on a daily basis.
- Collaborate with other departments, such as Communications, Programs, and NHHF, to distribute and gather association materials for NHMA and industry-related events.
- Assist in executing strategies to promote and maximize opportunities for individuals to contribute to NHMA's work at the national and local levels.
- Participate in local NHMA-sponsored activities, including conferences and workshops, aimed at supporting members and volunteer leaders.
- Generate and maintain event registration reports to ensure accurate attendee tracking.

Qualifications

- Reliable transportation to work in-person at the Washington, D.C. office.
- Interest in health, event/meeting planning, non-profit marketing, communications, and event planning.
- Open-minded and willing to collaborate with team members and co-interns.
- Strong multitasking abilities and proficiency in Microsoft Office Suite and G-Suite.
- Experience with association management or customer relations management software is desired.
- Strong customer relations experience and excellent written and verbal communication skills.
- Data entry skills and self-motivation with minimal supervision.
- Interns are paid at a rate of \$17.00/hour, and the position is temporary.

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Finance Intern

1920 L St., NW, Suite 200 Washington, DC, 20036

Job Description

The National Hispanic Medical Association is looking to hire a **Finance Intern**. The Finance Intern will support day-to-day administrative responsibilities across a wide range of NHMA/NHHF/NHPA. The Finance Intern should be an energetic, entrepreneurial, and highly motivated professional. Self-motivation, flexibility, attention to detail, and successfully handling multiple projects are essential to this position.

Reporting to the CFO, this role is responsible for supporting the entire finance team and will be given duties and responsibilities as assigned. The Finance Intern position plays a vital role within the team and is perfect for someone who is looking to gain experience and additional skill sets in their career. The candidate should have a strong interest in Finance/Accounting. The candidate should be a team player and have the capability to meet multiple deadlines and work well under pressure. The candidate can multitask and adapt in a fast-paced environment, is eager to learn, and is excited to bring their skill set to a small, hard-working team.

Duties and Responsibilities:

- Draft/create Standard Operating Procedures (SOPs) to streamline processes for a compliance of standards to achieve maximum efficiency.
- Assist in organizing and structuring digital files within our online file storage systems.
- Scan and upload documents into the digital filing system, as well as our Accounting system.
- Proactively address potential issues related to storage capacity and performance.
- Assist in maintaining an organized office environment.
- Handling sensitive or confidential information with honesty and integrity.
- Provide support during internal and external audits by gathering necessary documentation and responding to auditor inquiries.
- Perform additional duties and tasks, as required.

Qualifications

- Detail-oriented with excellent time management and organizational skills;
- Clear and accurate communication skills (verbal and written)
- Reliable, dependable, and highly energized with the ability to work in a fast-paced environment and meet tight deadlines
- Positive attitude with a will to learn and be a team player
- Ability to complete projects efficiently and independently with minimal supervision
- Self-motivated and can juggle multiple tasks simultaneously
- Problem solver and creative thinker
- Reliable transportation and able to work 3-4 days a week between 9:30 am-5:30 pm EST in the DC office.
- Pay is \$17 an hour every two weeks.

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Programs Intern

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Working with the President and NHHF Programs Manager, the Programs Intern will assist in managing and implementing various programmatic deliverables. The Programs Intern plays a vital role within the NHHF team; this individual will have the ability to learn about program management, project execution, fundraising, event planning, and much more. The Programs Intern should be entrepreneurial, highly motivated, and energetic. S/he should be attentive to details and be able to handle multiple projects and deadlines. The applicant should have familiarity or an interest in working with the Hispanic community and medical professionals. This internship is expected to be fully in-person. **The programs intern will get an immersive and diverse experience to work with Senior Leadership behind the scenes of a 25 year old+ Latino health national nonprofit.**

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