

Undergraduate Health Leadership Initiative 2024 Summer Internship Program

The Daniel Hanley Center for Health Leadership



About the Organization: Hanley Center for Health Leadership is a small not for profit organization dedicated to transforming health and healthcare by building a culture of greater collaboration. The Hanley Center provides collaborative and executive leadership training for physicians and professionals from all parts of the healthcare sector. The Center also does stakeholder engagement work bringing diverse people and organizations within healthcare together to facilitate innovative solutions to complex problems that require a collaborative solution.

Internship Title: Outreach and Engagement Intern

Work Location: Remote

Time Commitment: 20 hours per week, the schedule can be intern's preference during east coast, standard working hours

Internship Description: The intern will assist in the support, organization, and coordination of various Hanley Center activities. Among various duties, the intern will assist in general outreach and administrative support for upcoming program activities, as well as support overall database management of the Hanley Center. The position will expose the intern to a diverse community of healthcare providers involved in Hanley Center leadership activities. Opportunities for shadowing may be available based on student's interest.

Knowledge, Skills, Abilities and Qualifications: Strong interpersonal skills with an ability to work well as part of our small team and to carry out work independently; reliable, conscientious, flexible, attentive to details, and ready to jump in wherever needed. Proficient with Microsoft Office suite of products.

Stipend: \$15/hour

Location: Remote

Other Logistical Issues to be Considered: Housing is **not** provided. Mileage (if any accrued) will be reimbursed.