



Intern position description

Spring 2021 internship opportunity – Masters level student

Healthcare Ready (HcR) is seeking an intern to support research and program development activities during the spring semester of 2021. The intern will work for approximately 15-20 hours a week (no more than 25 hours a week) and be compensated at a rate of \$16 per hour. Intern will contribute to HcR policy and research initiatives in the following capacities:

- Conduct qualitative and quantitative research and writing support to HcR programming and policy initiatives
- Provide research and administrative support to HcR projects with organizations in the public health and healthcare space, including the Federal government
- Generate analytical assessments, memoranda, briefings, and presentations tailored for public and private sector partners
- Provide legislative and policy analysis and research on public health and healthcare preparedness-related topics
- Support HcR outreach to strategic partners to include developing meeting materials and coordinating meeting logistics
- Assisting with social media communications and blog management (including the option to write blogs on special topics of interest)

Qualifications

- MPH/MPA/MPP candidate with coursework in public policy, public health, or other relevant area.
- Excellent written and verbal communication skills.
- Strong organizational abilities.
- Ability to work well independently and in teams.
- Proficiency in Microsoft Office applications including MS Word, PowerPoint and Excel.



Preferred

- Classwork or professional experience with public health preparedness.
- Classwork or professional experience related to healthcare supply chain operations.
- Experience with research activities in an academic or professional setting.
- Experience with SPSS, R, Tableau or other statistical software.

About Healthcare Ready

Healthcare Ready is a 501(c)(3) non-profit organization located in Washington, DC. Founded in the wake of Hurricane Katrina, Healthcare Ready leverages unique relationships with government, nonprofit and medical supply chains to build and enhance the resiliency of communities before, during and after disasters.

How to apply

To apply for this position, please send a cover letter and resume to contactus@healthcareready.org