



Service Beyond Borders: Summer Internship Application

Priority Deadline: April 19th

Regular Deadline: May 1st

Website: www.servicebeyondborders.org

Facebook: <https://www.facebook.com/ServiceBeyondBordersIndia/>

Email: info@servicebeyondborders.com

Dates: May 2019 - August 2019 (Flexible)

Location: Washington D.C./Northern Virginia Area

Service Beyond Borders is a 501(3)c nonprofit organization focused on educating, increasing awareness, and providing healthcare in both global and local areas in need. Our mission has been to work in underserved areas of the world to bring increased health awareness and access to resources for underserved populations. We are looking for an administrative intern to assist in administrative duties associated with project management, upcoming event coordination, and fundraising in the D.C./Northern Virginia area.

Responsibilities:

Responsible for oversight of NGO's administrative tasks and duties. Provides direct clerical support to the Executive Director, Chief Financial Officer, Medical Director, and other key managers to promote the prompt, efficient, and professional discharge of NGO's administrative activities. Under the direct supervision of the Executive Director, is responsible to complete assigned duties with accuracy and efficiency. Supports and follows through with vision, mission, goals, and objectives of the NGO.

Note* This is an unpaid position. It is an amazing opportunity to gain working experience in the nonprofit sector of global health, and lead projects on the ground in the Northern Virginia area. It is also a perfect opportunity for a student seeking graduation credit, volunteer hours, or practicum requirements and a great way to build your portfolio.

Candidate Requirements:

- Must be 18 or older.
- Living in the D.C./Northern Virginia area for the duration of the internship

Excellent verbal and written communication skills. Excellent time management skills, and organized. Successfully perform work assignments in a collaborative and creative environment. Ability to interact effectively with a variety of individuals and groups, including business professionals, area health professionals, and the general public.

Candidate Desirables:

- The ideal candidate would be an undergraduate or a recent grad with an avid interest in in Healthcare, Healthcare Management, and/or Public Health
- Experience in organizing and coordinating events and fundraisers is preferred
- Ability to collaborate and contribute to projects and organization goals

* Required



Name *

Your answer

Birth Date *

Date

mm/dd/yyyy

Email Address

Your answer

Phone Number *

Your answer

Permanent Address *

Your answer

Submit Resume: Resumes may be completed, but brief summaries of work experience will suffice if necessary

Your answer

List any leadership experiences:

Your answer

Why are you interested in working with Service Beyond Borders? *



Your answer

What is one of your strengths, and how do you feel you can use it to help the organization achieve its goals? *

Your answer

What is your volunteering and community service background/experience? *

Your answer

What is your administrative background/experience? *

Your answer

Describe your passion for our mission. *

Your answer

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