

Intern Job Description: Membership Intern, Spring 2018

Established in 1967, The Association for Healthcare Philanthropy (AHP) is the leading authority in standards, knowledge and leadership in healthcare philanthropy. AHP is an international professional organization dedicated exclusively to developing the men and women who encourage charity in North America's health care organizations. For more information please visit www.ahp.org.

Position: Membership Intern

Description:

AHP seeks a self-starter to assist with communications, presentations, research and office tasks for the Membership department. This opportunity provides first-hand nonprofit experience in membership sales and service, multi-channel marketing, and data research.

Responsibilities Include:

- Researching and updating membership records requiring validation (i.e., LinkedIn group subscriber requests, email bounce-backs, return mail)
- Data mining prospective new members
- Updating membership data as directed by Coordinator, Membership Administration
- Collating, envelope stuffing, filing, conducting outbound phone contact using scripted messages, and other duties as assigned

Minimum Qualifications:

- Must be working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, Advertising, Public Relations)
- Must possess excellent written and oral communication skills
- Must possess emotional intelligence and excellent interpersonal skills
- Proficiency in PowerPoint highly desired

Desired Qualifications:

- Proficiency with word processing, Excel, and databases
- Understanding of web analytics
- Proficiency in SlideShare, Adobe InDesign, and Photoshop
- Knowledge of HTML, website content management and graphic design

Term, Hours and Compensation:

Starting in January 2018, the intern will work 10-20 hours per week through the Spring Semester. The compensation will be \$10 per hour.

Location:

Falls Church, VA

To Apply: Qualified candidates should send **resume** and **cover letter** (be sure to clarify availability and whether seeking paid or for-credit internship) to bob@ahp.org with *Spring 2018 Membership Intern* in the subject line. Applications without the required skills and experience will not be considered. **NO PHONE CALLS PLEASE.**

Management reserves the right to review and revise this document at any time. This document represents a description of intended job content, and should not be construed in any way to be a contract of employment.