

Internship Opportunities

Foundation for Healthy Communities

The Foundation for Healthy Communities internship provides a wide range of public health and health care improvement project exposure. Interns will assist Program Directors in support of their project deliverables by undertaking and managing aspects of the program. This may include research, writing and communications, data and evaluation, presentation design, and other duties relevant to the individual project. Interns will have the opportunity to join meetings, both onsite and in the field, to help increase their understanding of the topics, as well as the partnerships that are developed in our initiatives.

In addition to the Foundation programs, interns will have responsibilities to learn about and support the organization itself. This includes budgets and accounting, grant development and management, organization operations, and governance. As an affiliate organization of the New Hampshire Hospital Association, interns will also be exposed to health care policy and advocacy issues relevant to health systems in the state. Additionally, interns will provide clerical support for the programs, which may include taking and drafting minutes, preparing meeting materials, and other office duties as needed.

The Foundation for Healthy Communities is a non-profit organization that works statewide to improve health and healthcare through innovative partnerships with both individuals and organizations. The Foundation for Healthy Communities is led by a board of trustees with a broad range of expertise which guides its strategic and programmatic efforts. Today, the Foundation is a partnership between New Hampshire hospitals, community organization and other healthcare stakeholders focusing on quality of care, access to health services, and prevention as the major priorities of work, aligning with the Foundation's mission of improving total population health for all communities.

Core responsibilities and activities:

- Complete required readings and be ready to discuss in depth analysis
- Complete multiple small projects
- Complete one or two longitudinal projects
- Attain an understanding of each program's distinct missions and initiatives
- Meet at least once weekly with Program Coordinator and Executive Director
- Attain understanding of legislative priorities and complete a small project related to a piece of legislation
- Attain understanding of grant procurement process and perform necessary tasks related to grant procurement

The ideal candidate will possess the following:

- Ability to pivot quickly from one task to another as the need arises
- Motivated, self-starter
- Passion for diversity, equity, and inclusion
- Passionate about public health initiatives
- Good time management skills
- Adept Microsoft Office Skills

This position is office based in Concord. The intern will report directly to the Executive Director of the Foundation for Healthy Communities.

Interested candidates may apply by supplying a cover letter and resume to Sally Reifsnyder at sreifsnyder@nhha.org.