

The Adult Congenital Heart Association (ACHA) is a small but rapidly growing national patient advocacy organization located in the East Falls section of Philadelphia. We are looking for an intern for the spring and summer semesters. To learn more about our work, visit www.achaheart.org.

About the internship:

We are looking for a motivated and ambitious individual to support multiple facets of ACHA. We are searching for interns who are interested in nonprofit administration, management and/or program development. The intern will report directly to an experienced team member. The internship hours are flexible (minimum 10 hours/week) and may include the option to work remotely for some projects.

Benefits:

- Gain practical experience in a team with real, exciting projects.
- Join a small but growing diverse team from different professional backgrounds.
- Develop work-related skills.
- Strengthen your resume and portfolio.
- While this internship is unpaid, we will work with your institution to meet the requirements to take this internship for credit if desired.

Duties may include:

- Assist in the execution of all educational programs and resources for ACHA patient, family, and professional members. Assist ACHA with program development and evaluation.
- Work with the Member Services Manager to design and execute on-line and paper-based member enrollment/welcome process. Create and send membership packets.
- Generate reports related to the member and donor database and help maintain the database.
- Develop a patient advocacy initiative.
- Assist with survey data collection.
- Support in designing, writing, creating and disseminating content for ACHA channels such as the website and electronic communications.
- Draft, pitch and distribute press releases, media alerts, and news stories as needed; research and update press media contact lists to help ensure that press materials are sent to appropriate reporters and editors.
- Assist with community outreach and engagement at events.
- Provide administrative support to ACHA's Finance Manager.
- General administrative tasks

To apply, please email the following with the subject "Adult Congenital Heart Association Intern" to hr@achaheart.org:

- Cover letter
- Resume
- Optional: social media accounts you have worked on, either professional or personal