INTERNSHIP WITH STIPEND FOR NON-PROFIT EVENT ASSISTANT

Open Door is a Federally Qualified Health Center that serves residents in Westchester and Putnam in all aspects of health, with a broad focus on building healthier communities. From prevention and wellness programs to the treatment of diseases, Open Door sees our primary mission as keeping the people of Westchester and Putnam Counties healthy and strong, regardless of their ability to pay.

Providing more than 300,000 patients visits annually, Open Door offers primary medical care, dental care, integrated behavioral health care, and wellness services at our six medical centers in Brewster, Mamaroneck, Ossining, Sleepy Hollow, Mamaroneck, and Port Chester. Open Door also has seven school-based health centers in Ossining and Port Chester, and a new dental practice in Saugerties.

We are seeking college internship candidates to work directly with the **External Relations Volunteer Department** to support the following programs:

- **ANNUAL FALL BENEFIT**: Assist in event planning. Outreach and communication to sponsors, and donors. Data Entry.
- **HOLIDAY TOY DRIVE/SANTA DAYS**: Open Door distributes 2,500 during the holiday season. Coordinate pick-ups and deliveries, help at wrapping and distribution events
- **SATURDAY FRESH FOOD MARKETS**: A partnership with Feeding Westchester helps Open Door to support the community by distributing free nutritious food to over 100 families a month. Manage Volunteers. Saturdays. Location: Mamaroneck
- **HAPPY MOMMY/HAPPY BABY**: Program for new mothers to connect, learn, and support each other as new parents. Assist Coordinator twice a week with older siblings, classroom set-up and translation. Locations: Port Chester, Ossining
- **VOLUNTEER MANAGEMENT**: Assist in coordination of applications and database updates for Reach Out and Read Program and Fresh Markets

**Internship Supervisor**: Jane Levy, Manager of Volunteer Programs

**Days and Hours**: This internship requires a minimum of 20 hours per week over three months. Start and end dates are flexible. Monday – Saturday options

**Qualifications**:

- Transportation required
- Interest in non-profits and public relations
- Good communication skills and comfortable speaking in public
- Organized and able to work independently, flexible
- Experience with Excel, PowerPoint, and Word

If this internship position speaks to your capabilities, experience, and commitment to improving the health of our communities, please send your resume and cover letter to mpersson@odfmc.org. Qualified candidates will be contacted by phone and/or email.

8/30/2019