



Position Description for Healthcare Policy Intern

Intern Position:

1. Part-time with flexible hours, estimated 20-25 hours per week
2. Salary: \$18/hour
3. Preferred commitment of 1 year
4. Summer Internships are also available

Qualified Individuals Have the Following Skill Set and Educational Requirements:

1. Professional, self-directed, independent, organized, with a positive disposition
2. Excellent written and verbal communication skills
3. Excellent time-management skills
4. Highly responsive to emails and text messages
5. Familiar with using Microsoft Office computer software and Zoom
6. Preferred candidate: professional, masters, graduate student, but others are welcome to apply

Responsibilities Include:

1. Assist in managing and planning meeting/events and providing on-site support of meetings in Indianapolis and occasionally in cities throughout Indiana when COVID-19 restrictions are lifted
2. Attend meetings at CEO's home office, preferably, when COVID-19 restrictions are lifted
3. Creating content for social media
4. Create documents, including development of spreadsheets, handouts, and PowerPoint presentations regarding healthcare policy topics
5. Conduct topic searches, including gathering information on requested health care items and providing summaries of findings

Responsibility Nuances:

1. Responsibilities #1-2 will be done in-person at respective locations (throughout Indiana; mostly in the Carmel/Indianapolis region)
2. Responsibilities #2-5 may be done remotely
3. Must attend all Forum Quarterly All-Stakeholder Meetings, whether virtual or in-person

Please reach out to current P3 interns if you have any questions: Zoona Ahmad (ahmad41@purdue.edu) and Ameer El-Afandi (aelafand@purdue.edu)

Interested applicants are requested to submit their resume/CV and 2 references (providing contact information) via email to Dr. Gloria Sachdev and CC Sara Otte at sara@employersforumindiana.org

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