



Job title: Program Intern

Deadline: The position will remain open until filled.

Reports to: Jo Carcedo, Vice President for Grants

Position Summary:

The Episcopal Health Foundation provides an excellent learning environment for interns/ students or graduates in business, healthcare administration, public health or other closely related fields who are provided with tasks that are both technically challenging and educationally stimulating. Under guidance of the Vice President for Grants, the intern will be assigned to teams associated with the Foundation's grantmaking division.

Job Duties:

This is a temporary position involving various duties that permit exposure to the student's field of study and/or provide experience that is a useful addition to the intern/student's education and meaningful preparation for future professional employment. The position is located in downtown Houston. The Intern for Grants will:

- create/analyze process workflows
- assist team in identifying process improvements to increase efficiency with cross-functional divisions
- Prepare spreadsheets with data interpretation
- Perform related duties in support of project efforts (e.g. design, research and reporting) in areas of and compliance with policies and rules
- Communicate with Grants staff to obtain information, create reports
- Create operating manual for Grants Division based on workflows and procedures
- Perform general and/or clerical duties as assigned related to Grants Division

Knowledge Base:

- Knowledge of: process mapping, workflow analysis, software such as Visio, Microsoft products (Word, Access, Excel, PowerPoint, etc.)
- Skill in: personal computers and laptops; creative thinking and conceptualization; messaging, good verbal and written communication skills
- Ability to: carry out simple instructions; deal with some abstract but mostly concrete variables; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; must display maturity and a high level of professionalism, demonstrate flexibility in acceptance of assignments and schedules; maintain professional behavior and appearance, and exhibit dependability

**Minimum Qualifications:**

Must be currently enrolled in an undergraduate or graduate program. Proof of academic enrollment (current transcript) must accompany application or possess a degree in business, healthcare administration, public health or related degree.

Duration of Position:

One semester (equivalent to at least 3 months). The position is a supportive role that requires one to work efficiently on both team-based and independent projects. Candidates should be available to work at least 16-24 hours a week.

Compensation:

\$20 per hour for a minimum of two 8-hour days a week for a period of three months.

About the Episcopal Health Foundation:

The Episcopal Health Foundation is a new entity established through the 2013 transfer of the St. Luke's Episcopal Health System, and has assets of \$1.2 billion. The Foundation works to advance human health and well-being through grants, research, and initiatives in support of community health among the 10 million people who live within the 57 counties of the Diocese of Texas. Episcopal Health Foundation embraces the World Health Organization's broad, holistic definition of health: a state of complete physical, mental and social well-being and not merely the absence of disease. We seek transformative change in communities to build sustainability, inclusion, empowerment, and effective health and other systems to ensure the highest attainable health in Texas. EHF takes a systems approach to its work and examines communities and opportunities through an equity lens. The vision expressed in the Foundation's three year plan is of transformation to healthy communities for all. EHF's goals are (1) strengthening health systems; (2) supporting connections within communities to enhance social cohesion; and (3) engaging the 80,000 members of Diocesan parishes in development of healthy communities. The foundation directs most of its work and grants to the following 7 strategies: (1) comprehensive, community-based primary care; (2) access to health services; (3) mental health and wellness; (4) early childhood development; (5) capacity building in individuals, families and nonprofits; (6) healthy planning; and (7) collective impact initiatives. For more information, please visit our website at www.episcopalhealth.org.

Interested candidates should submit a resume, cover letter and salary requirements by email to jobs@episcopalhealth.org. The position will remain open until filled.