

Internship with stipend for External Relations Volunteer Department

Open Door Family Medical Centers has been serving low-income, under-served residents and those lacking access to health care in the communities of Westchester and Putnam counties for more than 40 years, providing high quality primary health care and human services at affordable prices. This year, Open Door will be the medical home for more than 50,000 patients, providing more than 250,000 visits. Our family medical services include primary medical care, dentistry, mental health, optometry, podiatry, and women's health in Ossining, Sleepy Hollow, Port Chester, Mount Kisco, and Brewster, NY. Open Door believes that healthcare is a right, not a privilege, with primary care to be affordable and delivered cost-effectively. We believe that healthy individuals and families are the foundation of a caring society, and that those empowered to lead healthy lives contribute significantly to our communities' success. For additional information, please, visit www.opendoormedical.org.

We are seeking candidates for a college internship to work directly with **External Relations Volunteer Department** to help with office support, including copying, filing, scanning and data entry in Raiser's Edge, and work on the following Community Outreach Projects:

- **Baby Box:** A newborn start kits for mothers in need. Help with assembly and distribution days; recruit in-kind donations; and ensure all print material is ready for assembly day.
- **Children's Clothing Give-Away:** Sort, bag and box new Carter's children's clothing; help prepare for Children's Clothing Give-Away; and help on the give-away day(s).
- **Holiday Toy Drive/Santa Days:** Coordinate pick-ups and deliveries, help at wrapping and distribution events

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 flexible.

Qualifications:

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

If this internship position speaks to your capabilities, experience and commitment to improve 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.