



REMOTE PROJECT COORDINATOR INTERNSHIP FOR PUBLIC HEALTH STUDENTS

Conversations to Remember is a 501(c)(3) nonprofit working to relieve feelings of loneliness and isolation among senior citizens. Our charity matches young adult college students with senior citizens (including those with dementia) for weekly virtual visits. Our goal is to put a smile on the faces of senior citizens, creating a bridge between seniors and youth. This job is for a volunteer/intern to assist with the day to day running of a virtual visit program with hundreds of active volunteers.

Responsibilities:

We are currently seeking volunteers / interns to assist in managing our weekly video call program and other administrative responsibilities.

The position will involve:

- Overseeing weekly video calls between students and senior citizens to ensure that there are no issues
- Remotely assisting the student volunteers and/or the caregiver for the senior when necessary
- Track and ensure that each call is properly staffed
- Tracking compliance with organization standards
- Other administrative responsibilities

Additional Information:

- Training will be provided.
- All work for this position is remote.
- This is an UNPAID position with a set schedule.
- If you are a student, this position can be done as an internship for school credit.

You must commit to continue in this role for at least 4 months (16 weeks).

To learn more about our organization, go to www.ConversationstoRemember.org

This is an unpaid position with a charity.

Send email to: Info@ConversationstoRemember.org with resume to apply.



There are 3 positions available, each with a different fixed weekly schedule and different start date:

Position 1

Start date – before end of March 2025

The following is the schedule of day and times that you will be committing to for position 1 with a start date no later than the end of March 2025, please only apply if you can do ALL of the times listed:

- Mon 5-7pm Eastern time
- Tues 5-8pm Eastern time
- Wed 5-8pm Eastern time
- Thurs 5- 8pm Eastern time
- Fri 2-5pm Eastern time
- Sat 2pm - 5pm Eastern time

Position 2

Start date – May 1, 2025

The following is the schedule of day and times that you will be committing to for position 2 with a start date no later than the end of May 1, 2025, please only apply if you can do ALL of the times listed:

- Mon 10:45am - 2pm Eastern time
- Tues 10:45am - 2pm Eastern time
- Wed 10:45am - 2pm Eastern time
- Thurs 10:45am - 2pm Eastern time
- Fri 10:45am - 2pm Eastern time
- Sun 10:45am - 2pm Eastern time

Position 3

Start date – May 1, 2025

The following is the schedule of day and times that you will be committing to for position 3 with a start date no later than the end of May 1, 2025, please only apply if you can do ALL of the times listed:

- Mon 2pm - 5pm Eastern time
- Tues 2pm - 5pm Eastern time
- Wed 2pm - 5pm Eastern time
- Thurs 2pm - 5pm Eastern time
- Sat 10:45am - 2pm Eastern time
- Sun 2pm - 5pm Eastern time