



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 position 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 the dates specified for each position. If you wish to end later, that could be accommodated, but you must begin by the listed start date.

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 multiple positions available, each with a different fixed weekly schedule and different start date:

Position 1

Start date – December 1, 2025

End date – April 12, 2026 or later

The following is the schedule of day and times that you will be committing to for position 1.

Please only apply if you can do ALL of the times listed:

- Monday 10:45am - 2pm Eastern time
- Tuesday 10:45am - 2pm Eastern time
- Wednesday 10:45am - 2pm Eastern time
- Thursday 10:45am - 2pm Eastern time
- Friday 10:45am - 2pm Eastern time
- Sunday 10:45am - 2pm Eastern time

Position 2

Start date –December 17, 2025

End date – April 22, 2026 or later

The following is the schedule of day and times that you will be committing to for position 2.

Please only apply if you can do ALL of the times listed:

- Wednesday 1:45pm - 5pm Eastern time
- Thursday 1:45pm - 5pm Eastern time
- Friday 1:45pm - 6pm Eastern time
- Saturday 1:45pm - 5pm Eastern time

Position 3

Start date – December 15, 2025

End date – April 20, 2026 or later

The following is the schedule of day and times that you will be committing to for position 3.

Please only apply if you can do ALL of the times listed:

- Monday 4:45pm - 8pm Eastern time
- Tuesday 4:45pm - 8pm Eastern time
- Thursday 4:45pm - 8pm Eastern time
- Sunday 1:45pm - 6pm Eastern time



Position 4

Start date – January 12, 2026

End date – May 13, 2026 or later

The following is the schedule of day and times that you will be committing to for position 4.

Please only apply if you can do ALL of the times listed:

- Monday 1:45pm - 5pm Eastern time
- Tuesday 1:45pm - 5pm Eastern time
- Wednesday 4:45pm - 8pm Eastern time
- Saturday 10:45am - 2pm Eastern time