



Internship Job Descriptions

Job Title: Por Tu Corazón Intern

Time Commitment: 5-10 Hours/week

Immediate Supervisor: Go Red For Women Director

Supervisory Responsibilities: None

Internship Description:

This volunteer will assist with Por Tu Corazón, the American Heart Association Tucson/Southern Arizona Division's movement established to meet the unique needs of Hispanic women in our community. Computer literacy and attention to detail are vital. It is anticipated that this position will require 5-10 hours of volunteer work per week, however, hours will fluctuate before events. Flexibility is a plus. Experience with Microsoft Publisher is a plus.

Learning objectives

1. Gain practical skills and knowledge in community health program planning, needs assessments, implementing and evaluating cardiovascular and stroke health programs
2. Describe and apply methods to assess multicultural communities need for health education
3. Apply principles of cultural competence and appropriateness as they are important in selecting and designing health promotion strategies and programs

Major Responsibilities:

1. Community outreach: Will work closely with community organizations and Community Health Workers(CHWs) to help educate multicultural communities on heart disease & stroke prevention. This may include phone calls and distributing program information to community organizations/CHW's.
2. Por Tu Corazón related event planning and support: Assist with logistics of key events, including 3 educational sessions.
3. Assist in the implementation and evaluation of health promotion programs for Por Tu Corazon: This may include conducting Pre-, Midpoint, and Final CHW surveys, and collecting, consolidating, and assisting with data analysis for the purpose of reporting.
4. Administrative support: filing, stapling, creating info packets, updating online event calendars, emailing, making phone calls, internet research, creating event collateral
5. Data entry/database management: register event participants, update participant contact information, accurately record donation information in a timely manner (training provided)
6. Other duties as assigned

Environmental and Working Conditions:

Volunteers/interns will work in both the office environment, as well as out in the community, depending on the needs of the program at the time. May require intern to drive to off-site locations(mileage reimbursement available)

Physical and Mental Requirements:

Physical requirements include: sight, hearing, sitting, standing, bending, or squatting for most of the day; skills essential for successful communications include: speaking over the phone and writing. Ability to interact and communicate with customers, and to clearly and concisely exchange ideas, facts and information. Ability to effectively plan and manage workflow, work on multiple projects simultaneously and manage project details with limited supervision. Must be able to lift up to 20 pounds with the expectation that items in excess of 20 pounds would be broken down into smaller components or additional assistance is required before lifting. Ability to conceptualize, reason through problems, make effective decisions and develop alternative solution and provide excellent customer service while ensuring compliance with the American Heart Association's policies and procedures.

Minimum Qualifications:

1. Internship will provide experience and training, however, some experience in customer service and administrative duties preferred. Experience working with children highly desired.
2. In college or graduate school for public health, nursing, pre-med or related major/degree or be a recent college graduate having majored in one of the previously mentioned degrees
3. Previous internship experience
4. **Spanish/English bilingual required**
5. Need basic email/phone etiquette with excellent communication skills.
6. Access to reliable transportation.
7. Willingness to work independently during and possibly willing to work irregular working hours for events.
8. Have proven oral and written communications and interpersonal skills.
9. Experience in using computers for data processing.

Competencies:

1. Judgment/Decision Making: Demonstrates consistent logic, rationality, and objectivity in decision making. Achieves balance between quick decisiveness and slower, more thorough approaches, i.e., is neither indecisive nor a hip-shooter. Shows common sense. Anticipates consequences of decisions.
2. Communication – Oral: Communicates effectively one to one, in small groups and in public speaking contexts. Demonstrates fluency, “quickness on one’s feet,” clarify organization of thought processes, and command of the language. Easily articulates vision and standards. Keeps people informed.
3. Organization/Planning: Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities. Effectively juggles multiple projects. Anticipates reasonable contingencies. Pays appropriate attention to detail. Manages personal time well.
4. Business Literacy: Understands and absorbs new information. Stays current with developments in our field. Expects others to stay current with developments in the field. Frequently shares new knowledge with others. Integrates new information to enhance existing models or create new ones. Helps others translate new information into practical application in our area.
5. Customer Focus: Regularly monitors customer satisfaction. Meets internal and external customer needs in ways that provide satisfaction and excellent results for the customer. Establishes “partner” relationships with customers. Regarded as visible and accessible by customers.
6. Integrity: “Ironclad.” Does not cut corners, ethically. Remains consistent in terms of what one says and does and in terms of behavior toward others. Earns trust of coworkers. Maintains confidences. Puts organization’s interests above self. Does what is right, not what is politically expedient. “Fights fair.” Intellectually honest; does not “play games” with facts to win a point.
7. Initiative: Seeks out and seizes opportunities, goes beyond the “call of duty,” finds ways to surmount barriers. Resourceful action-oriented “doer,” achieving results despite lack of resources. Re-stimulates languishing projects. Shows bias for action (“do it now”).
8. Collaboration/Teamwork: Cooperates with staff at all levels of the organization. Willingly reaches out to staff, volunteers and customers to proactively share information, knowledge, expertise, and time with others to achieve common goals. Works to overcome geographic, departmental, and/or Affiliate boundaries and establishes cohesive, effective relationships with peers. Enthusiastically supports the common goals and mission of the organization. Shares credit.

Compensation/Benefits

Unpaid

Application Contact Information

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Operations Manager

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Resume & Letter of Interest