



Organization Name:

Conversations to Remember

Organization Background:

Conversations to Remember is a nonprofit organization dedicated towards combating senior loneliness and isolation by arranging virtual visits with college students. Founded in 2020, we now have student volunteers from every state, and assist seniors across the country. Find out more information about us at <https://conversationstoremember.org>.

Internship Project Title

Outreach Intern – Project Coordinator

Project Description:

We are looking for interns for the role of **project coordinator**. This is **an administrative role, directly assisting the executive director** and ensuring that the program which works to improve the mental and emotional health of senior citizens runs smoothly.

Responsibilities:

- 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.
- Tracking calls to ensure that they are properly staffed.
- Tracking compliance with organization standards.

The position is unpaid. The commitment is for a minimum of 15 hours per week and a minimum of 16 weeks. While the position is remote, you must commit to specific days and hours that will be the same each week.

All work is remote.

Please note: these internships run 16 weeks with the agency. Students can only officially earn contact hours for HPS 493 during the official semester dates.

- In Fall and Spring semesters, UArizona student interns will need to “volunteer” for 1 additional week.
- In Summer semester, UArizona student interns will need to “volunteer” for 6 additional weeks.

Internship project keywords (check all that apply).

- | | |
|---|--|
| ☐ Health Disparities | ☐ Collaborations with University |
| ☐ Public Health Preparedness | ☒ Community health service |
| ☒ Collaborations with Community | ☐ Physical Activity |

- | | |
|---|---|
| ☐ Substance Abuse | ☐ Immunization |
| ☒ Mental Health | ☐ Infectious Disease |
| ☐ Access to care | ☐ Oral Health |
| ☐ Nutrition | ☒ Evaluation |
| ☐ Reproductive/Sexual Health | ☐ Policy Development |
| ☐ Environmental Health | ☐ Program Planning |
| ☐ Maternal/Infant Health | ☒ Data Analysis |
| ☐ Tobacco Use | ☐ Other Click or tap here to enter text. |
| ☐ Injury/Violence Prevention | |

When: When do you want the work done? Check all that apply.

- ☒ Fall Semester
- ☒ Spring Semester
- ☒ Summer Term
- ☒ I want this listing to remain active indefinitely and we will accept applications from students for any upcoming semester.
- ☐ This listing is only for a specific semester/term: _____

Where:

Organization Mailing Address: 81 Windsor Dr., Pine Brook, NJ 07058

Address where Student will work (if different from above): *All work is remote*

☒ Check here if the student may have the option to work remotely from a site not listed above for all or part of this project.

Student Characteristics:

What kind of student might be a good fit for this project? For example, do you need mathematical expertise, organizational talent, a person comfortable with public speaking? We are looking for self-motivated, responsible individuals, who are detail oriented, and comfortable managing their peers. They should feel confident enough to reach out for assistance when needed.

Level of Expertise Needed: *Do you wish to request an MPH program intern or an undergraduate public health program intern? All interns are welcome. We will train the interns for the role.*

Undergraduate: The internship for undergraduates should provide an experience that allows students to incorporate classroom learning into public health practice.

Graduate: Applied experiences for graduate students should require application of advanced knowledge and skills to the solution of health problems and the production of at least two agency-based deliverables.

Both experiences prepare students for future employment.

- ☒ MPH
- ☒ Undergraduate
- ☒ Either

Supervision

Name: Eve Lefkowitz

Title: Executive director

Eve was one of the founders of Conversations to Remember. She has mentored students here for several years, and has expertise in techniques to approach senior loneliness.

Compensation/Benefits/Professional Development

This is an unpaid position. It is 100% virtual, so there are no costs for commuting or anything else. Volunteers will be required to use their own phones or computers for outreach. Professional development is guided by internal training / collaboration. Students can be published in our newsletter.

Application Contact Information

Interested students should send an email expressing their interest and including their resumes to robert@conversationstoremember.org.