



844-357-2463  
2 Ravinia Drive, Suite 1540  
Atlanta, GA 30346  
ufhi.org

## **Administrative & Operations Intern Job Description**

**Reports to:** Associate VP, Operations & Special Projects

**Position Status:** Intern (Summer)

**Time Commitment:** 25-30 hours per week

**Compensation:** Stipend

### **ORGANIZATION**

Uniting for Health Innovation (UfHI), formerly PAHO Foundation, is an independent, nonprofit organization that unites government, industry, and local communities to advance innovation in public health. In 1968, the Pan American Health Organization (PAHO) created PAHO Foundation, previously the Pan American Health and Education Foundation (PAHEF). In 2018, we became UfHI.

Responding to new challenges, we refocused our organization strategically to build bridges between diverse partners and stakeholders. As an independent 501(c)(3), we are nimble – and bring together nontraditional and traditional voices to improve public health outcomes. Leveraging an inclusive and collaborative framework, UfHI seeks to craft and test more agile, effective programs to challenges requiring multidisciplinary thinking.

Website: [www.ufhi.org](http://www.ufhi.org)

### **PROJECT DESCRIPTION**

Reporting to the Associate Vice President, Operations, the *Administrative & Operations Intern*, working closely with the Chief Executive Officer (CEO) and Chief Financial Officer (CFO), will assist the leadership team to establish, manage and institutionalize effective systems and processes that enhance the operations of UfHI and protect its assets. He/she will support a set of specific key tasks related to UfHI's executive support. The Intern can expect to perform general administrative tasks for the executive office, including, schedule meetings and travel for the President & CEO, maintain inventory control of office supplies, coordinating insurance policy renewals, provide accounting support, and other administrative activities.

Like other organization interns, the *Administrative & Operations Intern* will be responsible for working with and maintaining the confidentiality of proprietary and sensitive documents and information for UfHI.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Executive Office

- Organize the flow of information in/out of the President and CEO's office for internal and external audiences;
- Coordinate the President and CEO's calendar and schedules; organize travel and reconciliations.
- Provide overall general administrative support to the executive office, including preparation of briefing notes, background documents, reports, etc.
- Greet and screen callers and visitors for the President and CEO.
- Record and disseminate minutes for meetings as assigned.

#### General Operations



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- Assist with commercial insurance renewal process.
- Assist with ensuring personnel files comply with Federal and local laws.
- Provide support in planning the successful delivery of various events, including Board of Trustee meetings, symposia, social and other events.
- Maintain inventory control of office supplies.
- Receive, sort, and distribute mail.
- Assist in managing UfHI communication technologies, including computers, phones, mobile phones, etc.
- Perform routine errands for the Atlanta Office, as needed by management.

#### Finance

- Assist with audit preparation.
- Assist with month-end financial reports.
- Help process accounts receivable, payable and bank statement reconciliations.
- Help with accounts receivable, payable and bank statement reconciliation

#### **LEARNING OBJECTIVES**

After successfully completing the internship, the Administrative & Operations Intern will/be able to:

- Perform a variety of administrative and clerical functions for C-Level executives.
- Develop an understanding of the multiple layers of commercial insurance required for a global health organization to operate.
- Demonstrate accurate basic accounting skills.
- Develop an understanding of financial audit preparation.
- Demonstrate understanding of 401K retirement plan administration.
- Demonstrate effective organizational and resource management skills.
- Understand the operations of a global health organization.

#### **MINIMUM QUALIFICATIONS**

- A four-year academic degree or equivalent
- Experience providing administrative support
- Proficient in Microsoft office products (minimum of two years' experience)
- Knowledge of standard office procedures
- Experience in undertaking research and analyzing information
- Able to take initiative
- Able to adapt to different written and verbal styles
- Attention to detail
- Very organized, able to multi-task
- Responsive with attention to deadlines
- Quick learner
- Knowledge of Microsoft software, office equipment and general office practices; QuickBooks a plus.

#### **LANGUAGE SKILLS**

Excellent English written and verbal communication skills are required for this position. Knowledge of and proficiency in Spanish would be valuable.



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### **TIMEFRAME/HOURS**

This internship will last 10-12 weeks with flexible start and end dates. The intern is expected to work between 25-30 hours per week.

### **INTERSHIP BENEFITS**

By working with a cross-disciplinary team of nonprofit industry professionals in the global health sector, the intern will gain invaluable experience in many facets of the nonprofit sector, which include the ability to work with individuals across all department and functions; communicating with individuals, internal and external, at all levels, including C-Level individuals (industry partners, Board members, scientists, etc.) The intern will have the opportunity to participate in various meetings, brainstorming sessions and other activities related to the day to day aspects of their allocated department.

Other: Free parking, casual dress, complimentary access to on-premises gym, on MARTA line, and more.

### **APPLICATION INSTRUCTIONS**

Candidates must submit a resume and cover letter expressing their passion for the organization's mission and fit for the internship position at: [hr@ufhi.org](mailto:hr@ufhi.org).

THIS POSITION IS IN ATLANTA, GA  
Uniting for Health Innovation is an equal opportunity employer

