ORGANIZATIONAL OVERVIEW

Westside is a 501(c)3 nonprofit community health system in Delaware with five health centers and one mobile health unit located in the heart of high need communities in New Castle, Kent and western Sussex Counties. We are committed to our mission to provide equal access to quality healthcare, regardless of ability to pay.

POSITION SUMMARY

Westside Family Healthcare is seeking an External Affairs Graduate Fellow during the summer of 2019 to support the External Affairs Department. The Graduate Fellow will assist in the implementation of special events and communications—electronic and print. This position will focus on projects related to fundraising activities, copywriting, event logistics, social media, donor management, and more. The graduate intern will be responsible for mentoring and providing support for the External Affairs Undergraduate Fellow. This position is paid for 40 hours a week. The typical fellowship is 12 weeks long.

QUALIFICATIONS

1. Bachelor’s degree. Enrolled in a Master’s degree program in health promotion, marketing, public affairs, fund development, communications, public health or related discipline.
2. Excellent written and oral communication skills, and ability to effectively communicate with stakeholders at various levels, both internally and externally.
3. Extreme attention to detail, ability to manage multiple projects simultaneously and under tight deadlines.
4. Proficient in MS Office software suite (Word, Excel, PowerPoint) and experience working with popular social media platforms such as Facebook, Twitter, LinkedIn, and YouTube.
5. Ability to prioritize tasks and function independently and as a team member.
Experience with donor database software (Kindful, Exceed!, RaisersEdge, or similar software) a plus.

Flexible and proactive in taking on assignments and responsibilities, and willingness to learn.

Knowledge or experience working in non-profit and/or healthcare sector preferred.

Valid driver’s license and a clean driving record with the ability to travel among sites and off-site as needed.

**RESPONSIBILITIES**

1. Assist with the implementation of the 5K/10K The Westside Way event in June, which includes, but is not limited to, coordinating volunteers, pre & post event communications, and event day activities.

2. Coordinate Growing Healthy Families community health fair and screening events hosted in Dover and Wilmington in August.

3. Assist the External Affairs Associate with Westside Family Healthcare outreach initiatives.

4. Assist with activities related to fundraising and donor management.

5. Support Westside Family Healthcare’s marketing priorities by creating content for social media and developing health center communications used externally.

6. Copywriting for e-newsletter and website, including profiles on donors, event summaries, and news stories.

7. Identify and implement a summer project that connects to the policy or program interests of your choice.

8. Other administrative duties as reasonably assigned.

**TO APPLY**

Please send cover letter outlining skills and interests and resume to: Leann Marcinek at leann.marcinek@westsidehealth.org.

*The Westside Family Healthcare Community Healthcare Fellowship is generously supported by Debbie and Bob Norris in honor of their grandson Mateo and in memory of their granddaughter Julia.*