



STUDENT INTERNSHIP DESCRIPTION

Title: Program Department Intern
Schedule: Part-time/Minimum 3 months required
Stipend: TBD

Primary Function

The Program Department Intern, under the direction of the National Director and working directly with the designated Programs staff will assist with outreach efforts, education program delivery, data collection and analysis and other program development projects as needed.

About the American Liver Foundation

The American Liver Foundation's mission is to facilitate, advocate, and promote education, support, and research for the prevention, treatment and cure of liver disease. For more information on ALF, please visit: www.liverfoundation.org.

The Program Department is responsible for the direction of national education programs and patient support services. Examples include, overseeing the implementation and delivery of three major national programs:

- Love Your Liver – an interactive liver wellness educational program about the liver, how to maximize liver health and prevent liver disease directed at middle and high school students.
- Viral Hepatitis Treatment Choices Initiative – an educational program targeted to individuals who have or are at risk for Hepatitis C.
- Liver Matters – a comprehensive corporate wellness education program illustrating key strategies to keep one's liver healthy.

Major Duties and Responsibilities

- Collect, analyze and evaluate data from education programs
- Assist in streamlining all programmatic information (i.e. marketing materials, education materials, fact sheets)
- Assist with delivery of national education programs in the Greater New York area
- Conduct outreach to schools (middle and high school age) and community based organizations to maintain and continue to build partnerships
- Other tasks/projects, as assigned

Related Skills or Knowledge

- Excellent verbal and written communication skills
- Self-motivated, enthusiastic and committed to excellence of work
- Team-oriented and able to work in a fast-paced work environment
- Ability to deliver programs to various-sized groups
- Ability to transport necessary equipment and program-related materials



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www.liverfoundation.org

National HelpLine 800-GO-LIVER (800-465-4837)

Qualifications:

- Undergraduate or graduate students in health and human service discipline such as BA, BS, MPH, MA, MSW, etc.
- Interest in working with underserved communities
- Computer literacy, MS Word, Excel, Access, PowerPoint, Outlook
- Bilingual desirable
- Knowledge of the Greater New York area

To apply for an internship

Please submit your resume and cover letter to:

Yoshi Otake, Manager of Support Services

American Liver Foundation

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New York, NY 10006

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