



PROJECT C.U.R.E. Internship Program

Looking for an internship that will change the world –
and change you? We have the opportunity for you.

PROJECT C.U.R.E. is a nonprofit, humanitarian relief organization that delivers donated medical supplies, equipment and services to medical professionals and the patients under their care in developing countries around the world.

For more information, visit www.projectcure.org.

Program Overview

The PROJECT C.U.R.E. Internship Program provides upper-level undergraduate and graduate-level college students with the opportunity to learn about global healthcare and the non-profit sector while gaining hands-on experience at PROJECT C.U.R.E.'s International Headquarters Office and with the Denver C.U.R.E. Community.

Interns develop both professionally and personally as they contribute to the PROJECT C.U.R.E. mission: to identify, solicit, collect, sort and deliver medical supplies and services according to the imperative needs of the world.

The PROJECT C.U.R.E. Internship Program is a professional opportunity requiring a high level of commitment from program participants.

Personal and Professional Development

PROJECT C.U.R.E.'s unique internship program provides interns with the opportunity to grow in a variety of ways. Outside of the intern's departmental project, training and event opportunities include:

- Global healthcare discussions
- Staff interviews and job shadowing opportunities
- Service opportunities
- Networking events

Your Contribution Makes a Difference

Intern positions are tailored to each intern's skills and areas of interest, as well as to PROJECT C.U.R.E.'s current needs. Openings exist in the departments listed below; more specific information on potential projects can be found on the next page.

- Operations
- C.U.R.E. CLINICS
- Government Relations
- Warehouse Operations
- Communications
- Needs Assessments
- Office of the President
- Corporate Development
- Grants Development
- Development/Community Relations/Events

One day, one hospital, one patient at a time, PROJECT C.U.R.E. is changing the world!
Are you ready to join the cause?

PROJECT C.U.R.E. Internship Program

Job Descriptions

Operations

The PROJECT C.U.R.E. operations department oversees inventory of donated medical supplies and equipment at four distribution centers and 10 collection centers throughout the U.S. and plans for the delivery of medical relief to recipient sites around the world. In this department, potential intern projects include:

- Create manuals for volunteer positions.
- Organize and maintain existing country-specific shipping protocols to ensure effective and efficient delivery of medical materials to recipient sites
- Research industry valuations of medical supplies and equipment to more accurately assess gift-in-kind value of PROJECT C.U.R.E. shipments
- Develop a container-tracking system to monitor passage of PROJECT C.U.R.E. deliveries from U.S. facilities to international recipient destinations

Warehouse Operations

Warehouse Operations is the nexus between PROJECT C.U.R.E.'s International Headquarters and the medical supplies and equipment delivered to the developing world. The Warehouse Operations Intern may:

- Provide day-to-day hands on interaction with the tasks necessary to provide support to operations and systems.
- Perform in both operational and office environments.
- Work with operations management, systems integration, and our volunteer teams to support the supply chain process.

Grant Development

The Grants department coordinates the pre-award planning, organization, preparation, and the post-award administration of various federal, corporate and foundation grants. An intern in the Grants Department may:

- Aid in grant research and grant database clean-up
- Write at least one grant application
- Assist with survey data collection and reviewing it to write a report.
- Create a manual for the survey collection and reporting

C.U.R.E. CLINICS

C.U.R.E. CLINICS are short-term medical missions at international recipient sites, which are staffed by volunteer doctors and nurses. PROJECT C.U.R.E. dispatches eight to 10 CLINICS teams to various sites throughout the year. An intern in this department would be involved in the following tasks:

- Gather and compile information (clinical, cultural, geographical, etc.) on and write descriptions of current and prospective CLINICS sites
- Respond to inquiries from prospective volunteers
- Assist with administrative tasks associated with coordination of C.U.R.E. CLINICS

Government Relations

To increase public awareness and pursue potential funding opportunities, PROJECT C.U.R.E. seeks to create and sustain relationships with public officials and government offices at all levels. The government relations intern would be involved in the following projects:

- Follow-up with and reach out to public officials and government employees regarding PROJECT C.U.R.E.'s programs and capabilities
- Research and identify opportunities for PROJECT C.U.R.E. to be involved in government agencies' international medical relief efforts

Communications

The PROJECT C.U.R.E. communications department oversees and directs the organization's website and general online presence, newsletters, and media outreach. Intern projects may include:

- Maintain and optimize PROJECT C.U.R.E.'s presence on social networking sites, including Facebook, MySpace, and Twitter
- Develop content and write stories for organizational website, blog, direct mail newsletters, and e-newsletters
- Monitor and reach out to media outlets and reporters who cover topics relevant to PROJECT C.U.R.E.
- Update, enhance and create web pages on www.projectcure.org as requested

Needs Assessment Department

PROJECT C.U.R.E. works in collaborative partnerships to develop high-level understanding of a partner's needs and situation prior to the shipment of any supplies or equipment. This assures accountability to both our in-country partners and our donors. The Needs Assessment department determines the viability of projects and coordinates the assessment process from start to finish. This department also manages the CURE Kits and CURE Kits for Kids programs. C.U.R.E. Kits contain about \$1,500 worth of medical supplies and, dependent upon current donations, over-the-counter medicines, all of which are valuable when conducting medical missions in clinic situations. C.U.R.E. Kits for Kids are shoebox-sized packages of basic home healthcare and hygiene supplies, which are prepared by individuals and groups in the United States for delivery to young families in developing nations around the world. An intern in the Needs Assessment department may be involved in the following projects:

- Develop comprehensive Marketing Plan for the Kits for Kids program that incorporates both the local and national level and encompasses a multi-channel approach. This project will also include administering the existing program as this will help the intern under the operational side of the program. Any input and improvement they can provide on our existing System of checking in and checking out boxes, as well as, tracking where they are shipped is also desired.
- Conduct and document a competitive analysis of organizations and/or companies that operate in the same or similar space as Project C.U.R.E. including their portfolio of services and supplies provided, pricing, organizational structure, financials, funders, partnerships, Board of Directors, as well as, their strengths and weaknesses. A comprehensive SWOT analysis for Project C.U.R.E. vis-à-vis these competitors should also be included.
- Develop a Project C.U.R.E. Encyclopedia that captures a significant amount of knowledge that is currently only "in the heads" of key and long term Project C.U.R.E. Staff such as George and Doug, as well as other info that is distributed in various places across the Project C.U.R.E. network. Examples of knowledge include details organizations that Project C.U.R.E. has or is currently partnering with, useful reference knowledge for all new employees to facilitate transition into new role, etc. (This project can be done in conjunction with another Project).
- Develop a video training module (including script) for conducting Needs Assessments to be distributed to all current and future Needs Assessors. In addition, develop companion training

materials on how to complete the Assessment Booklet, The Summary Report, Label Photos etc. This may also include developing a Quarterly News Letter for the Needs Assessors including determining content, layout and producing the first issue.

Corporate Development

The corporate development department focuses on building and maintaining relationships with large businesses, in the U.S. and internationally, that have interests in supporting humanitarian relief efforts.

An intern would perform the following tasks:

- Research and reach out to corporations and large businesses to discuss potential partnership opportunities
- Assist with planning and coordinating special events and programs

Development/Community Relations/Events

The Development/Community relations/Events department focuses on building and maintaining relationships with donors that have interests in supporting humanitarian relief efforts. The department also plans at least two large-scale fundraising events each year. Working directly with the VP of

Development and Community Relations, an intern may perform the following tasks:

- Assist with planning and coordinating upcoming special events and programs.
- Reach out to and communicate with event sponsors and GIK donors.
- Assist with preparation of nametags, materials, directional signs, gift bags, registration lists, etc.

Office of the President

Staff in the president's office is responsible for the direction of various special projects to improve current operations at PROJECT C.U.R.E. and prepare for future expansion. An intern in the Office of the President may be involved in the following projects:

- Develop a PROJECT C.U.R.E. Alumni Network to include: Former Interns, Current Interns, Junior Board Members Past and Present and former Staff.
- Create a Manual for rolling out the Internship Program to PROJECT C.U.R.E.'s other distribution centers and aid in developing the Summer Internship Curriculum/Speaker Series.
- Create a Manual and plan for starting a Junior Board in PROJECT C.U.R.E.'s other distribution centers.
- Research speaking opportunities for PROJECT C.U.R.E. executives and prepare proposals



www.projectcure.org

PROJECT C.U.R.E. Internship Program Frequently Asked Questions

This guide should help to answer questions about candidate qualifications and details about the program. Please refer to the final question for instructions on how to get more information. Should you be selected for an interview, you will also have an opportunity to ask questions at that time.

Who can apply?

Undergraduate students with junior or senior status, or graduate students at any level, who are committed to completing a minimum ten-week time period, are encouraged to apply for the PROJECT C.U.R.E. internship program.

That's me! How do I apply?

Complete the attached application form with requested documentation. It's that simple! Submit your information, and we will let you know once it has arrived and what you can expect next.

Are internships ongoing throughout the year or do I need to apply at a specific time?

PROJECT C.U.R.E. accepts applications for its internship program throughout the year. Please indicate in your cover letter whether you are interested in the fall, spring, or summer semester.

2012 Spring

Application Deadline: December 16, 2011
Anticipated Start Date: February 6, 2012

2012 Summer

Application Deadline: April 13, 2012
Anticipated Start Date: June 4, 2012

What is the time commitment for the internship program?

The PROJECT C.U.R.E. internship program typically lasts 10 weeks. Fall and spring interns are asked to work 100 hours to complete the internship. Summer interns are expected to commit to working 20 hours/week for ten weeks. Work schedules are determined by the intern and his/her supervisor.

How is this internship compensated?

The PROJECT C.U.R.E. internship is unpaid. However, interns will receive work experience and training on global healthcare and the nonprofit sector. Additionally, PROJECT C.U.R.E. will coordinate with accredited universities to provide course credit hours for your time.

Wait, I have more questions that haven't been answered here!

Contact our internship program coordinator by phone or email.

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