



**HEAL Initiative**  
Health, Equity, Action & Leadership



## HEAL is Hiring an Intern!

### The team:

The [University of California, San Francisco \(UCSF\)](#) [HEAL Initiative](#) exists to train, transform, and build a community of front line health professionals committed to working with underserved communities for their lifetimes. The HEAL initiative works in Navajo Nation and 18 sites across 8 countries and is the largest and most diverse global health fellowship in the US – with a community of over 150 fellows and alumni.



### About the role:

This is a part-time, PAID position based in Albuquerque beginning May 18 and ending July 3<sup>rd</sup> (some flexibility on end date). Interns will have the option to extend their internship to complete a learning experience in California with additional HEAL community in July.

The intern will work remotely and then in-person as an integral part of our small team as we plan and execute our annual Mid-Fellowship Retreat at **UNM from 18-27 June**. The intern will work closely with staff, faculty, and other interns to:

- Help plan the retreat at UNM attended by HEAL fellows from around the world, contributing to event logistics, including advice and input about the UNM campus and surrounding area, doing venue walkthroughs, planning social activities ins/around Albuquerque, printing materials, and sourcing supplies (part-time, remote)
- Participate in and help to lead the execution of the training from 18-27 June by taking on tasks and responsibilities alongside others on team (full-time, in-person at UNM)
- Specific areas of responsibility could include coordinating a hands-on training session; meals, travel, and housing logistics; creating printed materials; and managing documentation of sessions.

**HEAL believes in creating a diverse community and strongly encourages Women, Indigenous, Albuquerque Natives, People of Color, and First Generation Students to apply.**

**Qualifications:**

- Interest & some background knowledge in global health, social medicine, or working with marginalized populations
- Full time availability 15 – 27 June
- Excellent communication skills, solid time management, ability to manage multiple deadlines; practiced in working in teams & independently
- Current or recent UNM student, with knowledge of UNM campus and Albuquerque area
- Competency in Microsoft Word, Excel, and PowerPoint; Adobe Illustrator and PhotoShop bonus

**How to Apply:**

- Apply at <https://forms.gle/63AsrRuC73k91CWg6>
- Application Deadline: March 27<sup>th</sup>
- Offers will be made by Friday, April 3<sup>rd</sup>
- Please contact Joseph Scarpelli with questions at [Joseph.Scarpelli@ucsf.edu](mailto:Joseph.Scarpelli@ucsf.edu)