

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs.

For more information, please visit www.seedglobalhealth.org

Position Summary:

The Program Intern contributes his/her energy, passion, and skills primarily to supporting Seed's Program Quality & Management (PQM) team in the US and abroad, in a fast-paced office during a time of rapid growth. The position is a part time position based in Boston, MA. The Program Intern primarily supports PQM team functions related to Seed's Educator Program, including educator recruitment and management, and assists with other special projects. This part-time position reports to the Program Manager, Country Operations and works closely with all Boston-based PQM team members.

Duties and Responsibilities:

Responsibilities include the following:

Seed Educator Program

- Assist with the recruitment of Seed Educators by supporting the development of print materials, promotional items, and online outreach
- Support the collection and review of documentation related to application and on-boarding processes
- Support orientation, including logistical arrangements

- Transcribe orientation sessions developed for Seed Educators; develop online orientation solution
- Organize online repository of clinical resources available to Seed Educators
- Diagram and document program processes and standard operating procedures related to the educator lifecycle

Team Systems

- Further develop the team's program management platform
- Edit programmatic documents and deliverables
- Assist with other special projects as identified by the Director of Program Quality & Management

Qualifications:

- Bachelor's degree required
- Minimum of 1-2 years of experience working in the international development sector
- Experience with international exchange, fellowship, or other long-term volunteer programs is a plus
- Passion and commitment to Seed's mission and interest in global health
- Past experience or coursework in project/program management
- Familiarity with online project/task management platforms, (e.g. SmartSheets) and diagramming and vector graphics applications (e.g. Visio) is a plus
- Attention to detail
- Strong sense of accountability, personal initiative, and responsibility
- Excellent interpersonal skills, including flexibility and a sense of humor
- Demonstrates cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds
- Ability to work collaboratively in a fast-paced and young organization work environment

Working Conditions:

- Will be based in Boston, MA
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day

Compensation:

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, 401(k), and vacation benefits

Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.