



## **Internship Position**

### **About Seed Global Health**

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure that these changes are durable, we form deep local partnerships that inform our work at both the individual and systems levels. Together, we are creating a multi-generational impact to not only treat today's problems, but solve for tomorrow's.

### **Position Summary**

The Internship position is a temporary, short-term position to assist with the development and establishment of a portal for our educators. The intern is responsible for working closely with the Senior Director of Clinical Education.

### **Duties and Responsibilities**

- Assisting in creating and designing a portal which includes Google Site and Facebook Group pages
- Reviewing Seed's policies and procedures to ensure all content aligns with Seed's mandate and mission
- Seeking approval prior to all portal development and revisions
- Editing materials and content for portal
- Adding graphics to portal
- Ensuring appropriate functionality of portal
- Updating and maintenance of portal during internship
- Working collaboratively with staff for design and development
- Maintaining digital files of all portal content

## Qualifications

- Technical experience in portal design
- Excellent verbal and written communication skills
- Advanced computer skills, including communication tools
- Problem-solving skills and resourceful thinking
- Strong interpersonal skills
- Detail-oriented with excellent organizational skills
- Attention to detail and analytically driven

## Working Conditions

- Will be a remote position
- Will be required to sit/stand for up to eight hours or more per day

## Compensation

This is a voluntary position.

Seed is an equal opportunity employer that prohibits discrimination and harassment of any type, including without limitation on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, and local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.