

NONPROFIT MANAGEMENT INTERNSHIP



Duration: Flexible

Location: Santa Monica, CA

Schedule: Regularly schedule weekly shift during normal business hours

Ideal for those interested in nonprofit / healthcare management

MISSION AND OVERVIEW

Venice Family Clinic's mission is to provide quality primary health care to people in need. Thanks to the help of our robust volunteer program, the Clinic is able to provide services to over 20,000 men, women, children, teens, and seniors each year.

PROJECT DESCRIPTION

The Venice Family Clinic's Volunteer Services Department provides support to all the Clinic's programs through recruitment; screening, placement, training, and retention of qualified volunteers who can help carry out our mission of providing quality healthcare to people in need.

Depending on the intern's experience and qualification, this role may include managing Special Event and Clinical Volunteers as well as Physician and Specialist recruitment.

Learning Outcomes Include:

- Exposure to non-profit/healthcare work environment
- Involvement with volunteers from a wide variety of backgrounds
- Experience with Volgistics, a web-based database management (similar to Razors Edge and Salesforce)

HOW TO APPLY

Please send a resume + cover letter that describes your fitness for this position to VFCvolunteer@mednet.ucla.edu. List the role and your name in the email title.

For more info about volunteering, please visit

www.venicefamilyclinic.org/volunteers