



CLINICA MONSEÑOR OSCAR A. ROMERO
Nonprofit Grant Writing & Development Internship

Type: Internship | **Location:** 123 S. Alvarado St., Los Angeles, CA | **Post Date:** January 1, 2014
Application Deadline: Ongoing until position is filled.

Overview

Founded in 1983, Clinica Monseñor Oscar A. Romero (CMOAR) is a 501 (c) (3) and Federally Qualified Health Center (FQHC) that provides affordable health care, health education, and advocacy services to the uninsured and underserved communities of Greater Los Angeles. Clinica Romero has 30 years of experience in working to provide services for those most in need. Clinica Romero operates two community based primary care clinics in the Pico-Union/Westlake and East Los Angeles/Boyle Heights area. We offer care with respect and dignity to people with or without health insurance, without exclusion. Our 15,000 patients are part of the growing number of people without health insurance in our community. CMOAR removes barriers to care and provides access regardless of geographic location, financial means or immigration status.

Title: Nonprofit Marketing & Communications Internship

This internship will be rigorous and demanding, but will provide an unparalleled opportunity for personal and professional growth as well as leadership skill building. This is a great opportunity to see and experience firsthand what is involved in the administration of a Federally Qualified Health Center (FQHC).

Responsibilities

- Work closely with the Community Relations & Development Director, attend departmental meetings and functions as part of the administrative team. He/She will be responsible for various projects based on the needs of the department and interests of the intern
- Assist with developing Letters of Intent (LOIs) and grant proposals to acquire federal, state, county and private foundation funds
- Assist with fostering collaborative relationships with partner agencies, local elected officials and foundation personnel
- Devise new and innovative strategies for fundraising to support CMOAR's programs and services
- In addition to gaining practical community health experience, the intern will incorporate core organizational values of professionalism with an emphasis on teamwork, kindness, compassion and quality of service at all levels

Eligibility: experienced undergraduates, recent college graduates or young professionals

Qualifications

- Motivated, outgoing self-starter, innovative thinker, natural team player
- Exceptional communication and writing skills, strong work ethic, and genuine desire to work in a community health setting
- Ability to organize multiple tasks and responsibilities while maintaining efficiency
- Must be resourceful and capable of working with minimum supervision
- Fluent in Spanish preferred

Time commitment: Minimum of 15 hours per week; minimum of 3-month commitment, with 6 months preferred.

Compensation: This is an unpaid position. There is opportunity for school credit if allowed by the college/university of applicant.

How to Apply: Applications accepted on a rolling basis. Please send your resume and a 2 page writing sample to iestrada@clinaromero.com with the title of the internship and your name in the subject line of the email.