



Compliance Officer Internship

Type: Internship | **Location:** 2032 Marengo Street, Los Angeles, CA |

Application Deadline: Ongoing until position is filled

Overview

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

- The intern will work closely with the Compliance Officer at Clinica Romero. He/she will be responsible for various projects based on the needs of the departments and interests of the intern
- Will occasionally file documents, compile and sort data on Excel
- Compose letters (high level English grammar)
- In addition to gaining compliance 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: Undergraduates, recent college graduates or experienced young professionals

Qualifications

- Motivated, outgoing self-starter, outside-the-box thinker, natural team player
- Exceptional communication and writing skills, strong work ethic, and genuine desire to work in a community health setting
- Possess a high level of organizational skills and be detail oriented
- Proficient in all Microsoft programs
- High level of Excel proficiency required
- Desire in legal, public health and or a compliance career

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

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



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