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**Internship Position:** Medical Surplus Recovery (MSR) Intern

**Internship Duration:** Summer 2019

**Type of Position:** Part-Time Unpaid Internship (10 hrs/wk)

**Reports to:** Medical Surplus Recovery Program Manager

**Organizational Summary:**

Global Links is a medical relief and development organization dedicated to supporting health improvement initiatives in resource-poor communities and promoting environmental stewardship in the US healthcare system.

- Global Links' collaborative efforts include:
- Redirecting still-useful materials away from US landfills to support public health programs in targeted communities throughout the Western Hemisphere
- Sharing expertise and technical knowledge with international and domestic partners
- Educating partners, volunteers, and the community on issues of global health and environmental stewardship

**Intern Position Description:**

The Program Manager, Medical Surplus Recovery is largely responsible for driving engagement with U.S. healthcare professionals in alignment with Global Links strategic plan and program needs. Responsibility involves identifying opportunities for medical surplus recovery through the cultivation of relationships with new and current partners and stakeholders. This includes hospital leadership, nursing staff, physicians, environmental service personnel, materials managers, homecare workers, biomedical engineers, etc.

The MSR Intern will be responsible for assisting the MSR Program Manager in day-to-day operations that include meeting with hospital staff and/or leadership, making phone calls, data entry, generating reports, designing and distributing materials, and research regarding current health system trends, among others. In coordination with the MSR Program Manager the Intern will be able to focus on their interests and guide the internship toward their own goals.

**Benefits:**

- Gain professional experience interacting with hospital staff at various levels through meetings, presentations, and educations (inservices)
- Learn data entry and sales techniques using the most popular CRM software (Salesforce)
- Practice generating advertising and/or educational materials
- Experience in an international non-profit organization

**Required Skills:**

- Interest in and knowledge of one or all of the following: public health, healthcare, hospital management, international development, sales
- Ability to interact with others at a professional level
- Ability to work independently
- Strong interpersonal and writing skills
- Ability to take constructive criticism as part of a process of continual self-improvement

Send cover letter and resume to [info@globallinks.org](mailto:info@globallinks.org) with “MSR Intern” in the subject line.