

**PR and Office Administration for Health Care and Health Education
New York City
Jobcode US048**

Join our committed and caring team and help support our mission to cure Crohn's disease and ulcerative colitis, and improve the quality of life of children and adults affected by these diseases.

This internship will provide opportunities to expand your people skills and include customer relations experience. Interns will gain exposure to a variety of support services available through this large, established nonprofit organization, as well as supporting and providing some of those services.

ESSENTIAL FUNCTIONS:

- Respond to materials requests from patients and professionals.
- Assist in research and development of new patient education materials.
- Monitor our community website.
- Support database maintenance and entries.
- Attend PPS monthly departmental meetings and Information Resource Center weekly meetings.
- Additional projects may include creation of a volunteer training manual, identification and development of resources for chapters to increase efficiency, review books for consideration of inclusion on website and various projects as assigned.

QUALIFICATIONS:

- Proficient in basic MS Office Suite.
- Able to create organized, presentable work.
- Able to handle a variety of tasks.
- Able to track and report progress.
- 18 years of age or older.