

Data Entry and Communications Intern

Since 1974, Healthy Mothers, Healthy Babies Coalition of Georgia (HMHBGA) has been the strongest statewide voice for improved access to healthcare and health outcomes for Georgia's mothers and babies. HMHBGA is the only organization in Georgia that focuses on the full spectrum of maternal and infant health concerns ranging from prematurity to maternal mortality.

Job Overview:

Our Data Entry and Communications Intern will spend their day assisting HMHBGA's senior coordinator with verifying community providers within the DataManager system. This process includes making outreach calls to each provider to verify their address, business hours, telephone number, services, service fees, and eligibility requirements. Intern may also be responsible for inputting new providers in the database.

Intern Responsibilities and Duties:

- Perform outreach phone calls to verify providers listed in database.
- Update providers' information in DataManager.
- Willingness to learn DataManager database and software.
- Perform basic research on organizations/agencies/providers to obtain basic information to input in database.
- Input new providers into database.

Terms:

- \$100 stipend per week
- Permits attendance at school during off hours
- Permits working at another job during off hours
- Mostly remote work; transportation recommended, may require some travel
- One semester to one year intern position, approximately 12-15 hours per week.

Skills/Qualifications:

Basic Qualifications

- Must be at least 18 years of age.
- Must be enrolled in an accredited four year college or university pursuing a Bachelor's degree
- Must be legally authorized to work in country of employment without sponsorship for employment visa status
- Must be able to operate a computer and communicate via the telephone.

Preferred Qualifications

- Organizational, planning and time management skills with the ability to work without direct supervision
- Currently in school to obtain a college degree in data entry, soft/basic computer skills, public health, research, communications, or other related fields.

To Apply:

To submit your interest, please send your resume and contact information to tamiah.daniel@hmhbga.org with the subject line: "Database & Communications Intern"