

MICHIGAN HEALTH ENDOWMENT FUND

OPENING: PROGRAM INTERNS

The [Michigan Health Endowment Fund](#) seeks two summer interns to support several key projects aligned with our grantmaking programs. Candidates will have the opportunity to learn about and contribute to multiple aspects of philanthropic work, including research, resource development, proposal review, and event coordination. This paid position will span up to four months.

WHAT YOU'LL DO

- **COMPLETE SPECIAL PROJECTS RELATED TO MICHIGAN HEALTH**
You'll help review past grantmaking and developing strategy for future investments. Specifically, we'll ask you to:
 - **Complete a review of the Health Fund's investments in school health through a whole child/whole community lens (WSCC).** This may include cataloging grants, sharing lessons learned, and identifying connections with school health efforts across Michigan.
 - **Help develop the Health Fund's strategies in the areas of maternal and infant health and health services for foster and adopted children.** This may include researching successful models, previous philanthropic investments, and relevant stakeholders, as well as helping to convene conversations.
- **BE A UTILITY PLAYER FOR ALL THINGS HEALTH FUND**
No two days look the same for our program team members. You would help with it all—from researching evidence-based models and assisting with grantee storytelling to helping review proposals and coordinate meetings.

WHO YOU ARE

- **ADAPTABLE, RELIABLE, AND MOTIVATED**
You're a team player who is also happy to work individually when necessary. You have strong organizational skills, pay attention to details, and can manage deadlines.
- **A STRONG COMMUNICATOR**
Whether it's in writing, in person, or over Zoom, you communicate well.
- **CAUSE-ORIENTED**
You want to use your skills to help make the world a better place. Our mission of improving the health of Michigan's residents is important to you, and you have a strong interest in the philanthropic/nonprofit sector.

WE THINK YOU'LL NEED

- **RELEVANT AREA OF STUDY**

The ideal candidate will be enrolled in an undergraduate or graduate level program in public health, health care administration, health education, health promotion, nonprofit management, or a related field.

- **DATA COMPILATION ABILITY**

The position requires being able to collect and organize data from a variety of sources and identify the common threads between them.

- **TECHNOLOGY SKILLS**

Candidates should be proficient with Microsoft Office Suite and generally capable navigating technology.

TO APPLY

- **SEND US A COVER LETTER**

Please describe what excites you about this position and why you would be a good fit.

- **SEND US YOUR RESUME**

Share your professional experience up to this point in one page—make sure it's a PDF.

Send these items to info@mihealthfund.org. We will review applications on a rolling basis until the position is filled.

The Health Fund encourages everyone to apply. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

This position will primarily be remote. Interns will be paid \$15-\$20 per hour and can expect to work 20 to 28 hours per week. They will report to one of the three program directors.