



Local and Domestic Programs Internship Experience

MedWish International is a not-for-profit organization that saves lives and the environment by repurposing discarded medical supplies and equipment, while providing humanitarian aid to individuals and organizations that administer care in developing countries, regardless of religious or political affiliation. Please visit medwish.org to learn more.

I. Purpose

- a. The purpose of the Local and Domestic Programs Internship is to provide local undergraduate students with valuable work experience in the areas of humanitarian aid, non-profit management, medical science and technology, skill building and medical supply chain management, while serving the specific needs of MedWish staff, as well as the greater global community. This is an **unpaid** internship opportunity.

II. Ideal Candidate

- a. The ideal candidate will have an interest or experience in humanitarian aid, public health, non-profit organizations, business or communications, warehouse operations, recycling, medical supply chain management, medical technology or related fields.

III. Timeframe

- a. The internship is to take place initially over the course of a semester, 10-15 hours per week as arranged with a staff supervisor, with the potential for expansion of the program into a second semester in order to accommodate more interns and projects.

IV. Components

- a. The internship will consist of several components. Various projects, experiences and responsibilities can include but are not limited to:
 - i. Packing supplies for outgoing local giving orders
 - ii. Prepping boxes for skill building participants and answering their questions
 - iii. Itemizing unneeded surgical supplies in an excel spreadsheet and packing those items for shipment to reprocessing vendors.
 - iv. Sorting incoming donations and “stocking”/maintaining supply bins
 - v. Assistance in the creation of an Alternative Recycling Program request form/interests form
 - vi. Presenting “lunch and learn” seminars to staff and other stakeholders about various topics such as the health disparities in some of the communities we serve, the economic and environmental impact of some of our programs, and the identification, uses and maintenance of various equipment and supply donations we receive, as well as a final presentation on projects worked on, insights gained and impact felt by intern and stakeholders
 - vii. Gathering content to be used in several social media platforms
 - viii. Other projects as required, requested or assigned by intern or staff supervisor

V. Skills

- a. Interns will be expected to possess or gain the following skills and knowledge:
 - i. Awareness of local issues such as political unrest, hunger, economic disparities, natural disasters and their effect on the health of people in our communities
 - ii. Awareness of environmental issues such as waste of usable medical equipment and supplies and the potential for their redistribution and repurposing
 - iii. Awareness of organizations in the Northeast Ohio area providing aid to individuals and the role MedWish plays in supporting those organizations
 - iv. Knowledge of various programs, applications and websites used for storing, analyzing and sharing data and information, such as those available on the Google platform, Microsoft Office (Word, PowerPoint, Excel) and various social media sites
 - v. Identification of and knowledge about various medical supplies and equipment
 - vi. Public speaking and community education
 - vii. Adaptability and flexibility to deal with the unique and changing situations inherent to a small non-profit organization

VI. Requirements

- a. MedWish internships are open to any currently enrolled students. All majors or areas of study are welcome.
- b. Ability to lift 40 pounds
- c. Ability to work on your feet for an extended amount of time (5-6 hours per day)
- d. Ability to succeed in a fast-paced, non-traditional work environment
- e. Ability to work in varying climates, both hot and cold
- f. Strong verbal and written communication skills
- g. Willingness and ability to pay attention to detail
- h. Strong organizational and time management skills
- i. Ability to work with diverse stakeholder populations
- j. Outgoing and patient demeanor
- k. Precision and strict adherence to procedures
- l. Wear flat, closed toed shoes
- m. Must be able to bend, carry, reach, push, and pull on an frequent basis

Schedule: 10-15 hours per week as arranged with internship supervisor, during MedWish's hours of operation Tu-F 8:00am-5:00pm

To apply, please send your resume to volunteer@medwish.org.