



Treating Addiction, Liberating Lives

6209 Storer Avenue
Cleveland, Ohio 44102
empower@womensctr.org
www.womensctr.org
216.651.1450

Health Care Management Intern Job Description

Statement of Work: The Health Care Management Intern is an internship to provide administrative support (fundraising, clinical management, outreach, financial, human resources, publicity, building management, information technology) for the Executive Director and staff at the Women’s Recovery Center (WRC). With new leadership, the Women’s Recovery Center is projected to transform administrative processes and triple the size of the agency in the next few years. An intern could aid these efforts from an administrative and special project standpoint. The Executive Director is flexible and could use help based on the intern’s interest and expertise.

The office is open for staff on weekdays from 8:30 a.m. – 5:30 p.m. This position does require some in person attendance at WRC. Remote work is negotiable for the remainder of remaining work hours due to the COVID-19 pandemic. Onsite, we follow all CDC workplace protocol including masks worn at all times and screening upon entrance to the building.

Supervision: The position reports to the Executive Director.

Minimum Requirements: The Health Care Management Intern must be well-organized and attentive to detail in order to work with multiple tasks. Candidate must be proficient in all Microsoft Office functions. Experience with or the skillset to learn Canva, WordPress, MailChimp, Salesforce is a plus. Candidate must submit a criminal background check.

Responsibilities:

- Types and creates correspondence, documents, reports, data, and flyers.
- Collects data and conducts analysis as needed by the Executive Director.
- Files and organizes filing electronic and paper systems as needed.
- Helps the Executive and Clinical Director prepare for external meetings.
- Assists in development and distribution of bi-monthly newsletters, ongoing social media posts, website blogs, other communications to be reviewed by the Executive Director.
- Assists the Executive Director with agency special projects and events.
- Any other responsibilities as needed by the Executive Director.

The WRC is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees. **Please submit your resume and cover letter to Ashley Yassall, at empower@womensctr.org.** This position may receive compensation depending on the time of year and needs of the organization but it is not guaranteed. When submitting your resume and cover letter, please include the number of hours desired in a week, weekday availability, and the semester you are looking to complete this internship (if applicable).



Department of Mental Health and
Addiction Services