GHLI Leadership Development Intern: Supporting delivery of GHLI’s executive education programs for healthcare professionals

Project Overview:
The Global Health Leadership Initiative (GHLI) harnesses the strengths of a leading research university to drive transformation in management, leadership, and organizational performance, creating stronger and more resilient health systems for all. The intern would support the delivery and evaluation of several GHLI’s leadership development programs for mid-to-senior career health professionals from around the world, including the Tsinghua Summer Institute (a 10-day leadership program for Master’s-level students in health management from China’s Tsinghua University), certificate-level leadership education for senior healthcare professionals in India (in collaboration with Shiv Nadar University), and/or leadership development intensives offered as part of the Yale School of Public Health online MPH program.

Key Responsibilities:
• Support the day-to-day operations relating to the development and sustainability of new GHLI projects. This includes routine interactions with partners including drafting key programmatic documents (e.g.- concept notes and proposals), creating meeting agendas and conference calls with partners, and communicating key information back to GHLI staff and faculty.
• Support program workplans and program logistics in summer programs, timelines and schedules to guide the work of faculty, staff and partners; ensure that key milestones are being met.
• Develop and maintain strong relationships with faculty, partners, and students, and facilitate connections to appropriate resources across the University.
• Perform background research including literature reviews to inform Institute curriculum and content development.
• Support the development of program materials (ex: program booklets, informational pamphlets, participant feedback forms).
• Participate in day-to-day organizational activities including team meetings, webinars, lectures GHLI staff and affiliated faculty lectures, and events led by GHLI.

Skills and Abilities:
• Ability to work effectively with diverse stakeholders across professional, geographic, and cultural boundaries.
• Well-developed writing skills, including the ability to write public materials and reports for various constituencies.
• Proficiency in Microsoft Office Suite programs, including Word, Excel and PowerPoint required.
• Research skills to identify best practices and conduct literature reviews.
• An entrepreneurial spirit, with strong verbal and written communication skills.
• Success in working with diverse teams.
• Ability to use online survey tools for program evaluation.
• A passion for improving global health.

**Anticipated experience outcome for the student(s):**
• Experience working in a multidisciplinary team
• Professional growth through exposure to day-to-day organizational activities
• Exposure to webinars, lectures, and other sessions in healthcare management and leadership
• Experience in the design and implementation of educational programs for healthcare professionals
• Experience in the design and creation of program materials

**Duration of Internship:** This is a full time, position from June 2021 – August 2021

**Deadline and Application Process:**
• Cover letter and resume required
• Applications accepted on a rolling basis
• Applicants may apply by reaching out to Marcia Schwartz, Director of Operations at marcia.schwartz@yale.edu

**Paid or Unpaid:** Internship is contingent on successfully securing internship funding from YSPH.

*Primary contact: Marcia Schwartz marcia.schwartz@yale.edu*