

### **Global Health Coordinator Internship**

#### Description of Opportunity:

Parasites Without Borders is seeking a dynamic, committed individual with a passion for global health, health equity, science communication and our mission of addressing these issues with educational programs.

This position is anticipated to require a nonsynchronous commitment of approximately 10-20 hours per week with significant flexibility. Most of the time the work can be done remotely but there will be some onsite time required.

Responsibilities will include but will not be limited to:

- Coordination with our vendors including accounting, legal and marketing
- Assisting with bookkeeping and use of QuickBooks
- Management of fundraising proceeds and the sending to donors of needed receipts
- Assistance with and review of our educational materials
- Coordination and support of our 'sister' organization MicrobeTV
- Email filtering and order support
- Assistance submitting grant applications

We are looking for a dynamic individual who needs little supervision and can take this opportunity and help our organization grow and expand as needed with the many health challenges current and before us.

If interested please submit a cover letter and your CV (resume) to us at the above email.

Sincerely,



President Parasites Without Borders