NONPROFIT MANAGEMENT FELLOW – GRADUATE
REPORTS TO: PROGRAM GRANTS ADMINISTRATOR

ORGANIZATIONAL OVERVIEW AND POSITION SUMMARY

Westside Family Healthcare is a 501(c)3 nonprofit community health system in Delaware with five health centers and one mobile health unit located in the heart of high need communities in New Castle, Kent and western Sussex Counties. We are committed to our mission to provide equal access to quality healthcare, regardless of ability to pay. Westside cares for 28,000 Delawareans annually. Nearly ninety percent of our patients live in poverty. We serve a culturally diverse patient population with forty percent of patients speak a language other than English, forty-five percent are Hispanic/Latino, and thirty percent are Black/African American.

In coordination with the University of Delaware Partnership for Healthy Communities, Westside is seeking a University of Delaware graduate student during the summer of 2023 to support the External Affairs Department. The Nonprofit Management Fellow will focus on projects related to fundraising activities, communications, special event logistics, and community engagement. The Fellow will work on projects that address immediate needs of the department. This position is paid for up to 12 weeks for 30 hours a week during the Summer of 2023. Pay rate is $18 per hour.

QUALIFICATIONS

1. Enrolled in a University of Delaware graduate program in public health, health promotion, marketing, public policy, nonprofit management, communications, sociology, psychology, human services, English/journalism, or hospitality.
2. Strong written and oral communication skills and attention to detail.
3. Ability to function independently and as a team player.
4. Receptive to feedback and willingness to learn.
5. Proficient in MS Office software suite (Word, Excel, PowerPoint) and experience working with popular social media platforms such as Facebook, Instagram, LinkedIn, and YouTube.
6. Respect for organization’s intellectual property.

RESPONSIBILITIES

1. Assist with the coordination of fundraising efforts, including sponsor engagement, donation management, marketing, and special event planning. Planned special events include 35th Anniversary Secret Garden Gala, Gals that Give Silent Auction, and 5K/10K The Westside Way.
2. Assist with grant application and management activities.
3. Support community engagement efforts by assessing community needs, communicating with partners, coordinating community engagement materials, and promoting the organization.
4. Assist in drafting content, messaging, and stories for internal and external communications, including newsletter articles, creating social media content, patient communication materials used internally and externally.
5. Participate in team huddles, inter-departmental and inter-agency meetings.
6. Other administrative duties as reasonably assigned.

**TO APPLY**

Please send cover letter outlining skills and interests and resume to External.Affairs@westsidehealth.org. Deadline to apply is May 1, 2023. Students will be notified by May 15, 2023.

*Please note students who live in Kent County or Sussex County may have the option to work from Westside’s administrative office located in Dover.*