



OPEN INTERNSHIP POSITIONS SUMMER 2020

DEVELOPMENT & COMMUNICATIONS INTERN	
REPORTS TO:	VP of Development
LOCATION:	Community Healthcare Network – Central, 60 Madison Avenue, 5 th Floor, NY, NY
SCHEDULE:	Monday – Friday, 9AM-5PM; start date during first or second week of June 2020
COMPENSATION:	\$15/hour
DESCRIPTION:	Support the work of the Development Department, including grant/prospect research, program development, and other writing activities including newsletter and promotional pieces about CHN programs and services.
REQUIREMENTS:	<ul style="list-style-type: none"> • Either Bachelor’s or Master’s candidate at accredited institution • Writing experience desired • Interest in and commitment to CHN’s mission

LEGAL EXTERNSHIP	
REPORTS TO:	President & CEO
LOCATION:	Community Healthcare Network – Central, 60 Madison Avenue, 5 th Floor, NY, NY
SCHEDULE:	Dependent on academic institution’s externship requirements. Proposed start date during first or second week of June 2020.
COMPENSATION:	Intern should be funded by their academic institution.
DESCRIPTION:	This is a summer externship position for a First Year (1L) Law Student. The Legal Intern will be responsible for supporting the legal advocacy work of the President & CEO as well as other duties under the General Counsel. The intern will conduct legal research on relevant topics, as assigned.
REQUIREMENTS:	<ul style="list-style-type: none"> • Completion of first year of law school at an accredited institution • Funding for externship through accredited law school • Experience with legal research • Interest in and commitment to CHN’s mission • Excellent communication and problem-solving skills

Interested students should complete General Application and send to internship@chnnyc.org.