

Fall 2024-Spring 2025 Communications Intern Position

Fall 2024-Spring 2025 Communications Internship | Health and Aging: NYC-Based Healthcare Philanthropy

The John A. Hartford Foundation
55 East 59th Street – 16th floor
New York, NY 10022
www.johnahartford.org

Start Date: September 3, 2024 **End Date:** Feb 28, 2025 (6-month Internship)

Salary: \$20 per hour **Hours:** ~20-40 hours per week

Application Deadline: Aug 1, 2024

Background: The John A. Hartford Foundation, based in New York City, is a private, nonpartisan, national philanthropy dedicated to improving the care of older adults. Since 1982, The John A. Hartford Foundation has awarded more than \$724 million in grants to enhance the health and well-being of older people. For more than three decades, the organization has been the leader in building a field of experts in aging and practice innovations that transform how the care of older adults is delivered. The Foundation has three priority areas: creating age-friendly health systems, supporting family caregivers, and improving serious illness and end-of-life care. Working with its grantees, the Foundation strives to change the status quo and create a society where older adults can continue their vital contributions.

Mission: The John A. Hartford Foundation believes that as a society they can and must improve care for older adults to better meet their needs and maintain their independence and dignity. If the Foundation succeeds, society will benefit from the continuing contribution of older people and from overall reductions in health care spending.

Job Overview: The John A. Hartford Foundation, a private philanthropy dedicated to improving the care of older adults, is offering a spring internship opportunity. As an intern, you will support the Communications team, and as needed, you may assist the Program team and other Foundation staff in various projects that advance the mission of improving care for older adults. This includes conducting research, writing articles and resource summaries, and assisting with administrative and communications projects.

Qualifications:

- Current enrollment in a related graduate level degree program (MPH, MPA, MSW, MHA, etc.)

- Strong writing and communication skills
- Adaptability to new opportunities and projects
- Interest in philanthropy, health care, communications and/or aging
- Ability to collaborate with others, work independently, and manage time effectively
- Must arrange own housing within New York City or local area
- Education or experience in communications a plus

Responsibilities

- As an intern, you will support the Communications team and Foundation staff in various projects that advance the mission of improving care for older adults
- This includes:
 - conducting research and assisting in preparation of staff articles and presentations
 - writing resource summaries for the website and periodically co-authoring articles for publication
 - attending and taking notes at internal and external meetings
 - monitoring and triaging the Foundation's general email inbox
 - producing a quarterly media clipping report and
 - assisting with other communications and administrative projects

Supervisor:

Marcus Escobedo, Vice President of Communication & Sr. Program Officer

How Do I Get Started?

Please send a cover letter and resume to jobs@johnhartford.org. Please include in Subject of email: Communications Internship Fall 2024-2025. We're excited for you to apply!

- Due to the anticipated volume of applications further contact by applicants is not allowed. Please no phone calls.

The John A. Hartford Foundation is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The John A. Hartford Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, please contact the HR Department at 610-295-3102.