



National Association of Medical Spanish
Asociación Nacional de Español Médico

Working together for healthier communication

PAID INTERNSHIP POSITION WITH NAMS

Overview

The National Association of Medical Spanish (NAMS), also known as *la Asociación Nacional de Español Médico (ANEM)*, is a non-for-profit 501(c)(3) organization aimed to create a standardized evidence-based approach to teaching medical Spanish as well as promoting and assessing bilingualism in medical providers in the United States. It focuses on improving health equity, patient safety, quality of care for Spanish-speaking patients and physicians' communication skills.

In alignment with NAMS's mission, the Internship Program is designed to provide the selected candidate with a wide range of learning opportunities to build skills for the healthcare industry, with emphasis on non-for-profit project management, medical Spanish, interdisciplinary collaboration, and health professions education.

More information about NAMS's mission and structure is available at www.NAMSpanish.weebly.com

Internship Description

Duties

NAMS is looking for a project manager. The selected candidate will use a project management software to manage:

- The membership database.
- Dues renewal and membership applications.
- Individual and organizational memberships.
- Event registration (conferences, town halls, webinars, etc).
- Email marketing.
- Accounting and payment processing.
- NAMS website and Content Management System (CMS).
- Member community

Duration

Ideally seeking a candidate who can make a 2-year commitment, renewable upon satisfactory completion of tasks. Will consider exceptionally qualified candidates for a minimum of 1 year.

Estimated schedule and workload

Working hours are flexible and are estimated at an average of 20 hours per week and will be completed remotely. However, this may vary on a weekly basis, and the candidate is expected to attend all Board monthly meetings on top of other committee meetings as needed. Board and



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committee meetings are conducted virtually; NAMS hosts a conference every 1-2 years which is conducted in person if feasible.

Exact start and end date can be negotiated. Target start date: Monday, January 10, 2022.

Requirements to apply:

- All candidates must be bilingual English-Spanish (both oral and writing skills).
- Pertinent academic/scholarly or professional work aligned with NAMS's mission

Desirable:

- Immigrant and minority health exposure
- Project management experience
- Intent to pursue advanced graduate degree related to healthcare, education, language/linguistics, public health, public policy, or business administration, or any field relevant to health communication (e.g., Individuals taking a gap-year between undergraduate degree and medical/graduate school, International medical graduates seeking administrative or research experience) or current enrollment in a graduate program

Benefits

Training

NAMS Internship Program aims to provide the selected candidate with a wide range of learning activities, career development, professional growth, and networking opportunities. NAMS interns will develop and refine their skills, earn valuable knowledge and work experience, and explore different career paths.

Stipend

An intern non-employment expense stipend of \$400.00 a month is provided to defray expenses after the first 90 days of starting the Internship Program and continues through the completion of service. Intern must provide a weekly report of activities and time spent to be verified by a Board member prior to processing stipend payment.

Location

This is a remote internship that can be carried out 100% online (in case of an in-person event, the intern will be expected to attend. If travel is required, expenses will be covered by NAMS).



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How to Apply

Posting period: November 1st, 2021 – December 1st, 2021

To apply:

Please email the following materials to medicallspanishtaskforce@gmail.com by December 1st

✓ **Statement of interest** (in English or Spanish) indicating:

- **your personal fit** for this position and specifically addressing how the candidate meets the “requirements to apply” above.
- **your intended start date** for the Internship. If your start date is flexible, please provide the range of your flexibility.

✓ Updated **CV** (in English or Spanish)

✓ Please **include 3 references’ names, emails, and phone numbers** whom we could contact for additional information. (You do not need to provide letters of reference at the time of application.) The information about your references can be included at the end of your CV or within your letter or statement of interest.

Note: Current graduate students must explain how NAMS’s internship will integrate with their graduate program work and must have approval from graduate program to be selected (letter or signed statement from a supervisor must be provided).

When a completed application is received, the candidate will be notified of receipt via email. Selected candidates will be invited to interview for the position through a virtual video conference. The application cycle will be open, and candidates will be considered on a rolling basis until the position is filled.