

Paid Internship available for the Spring 2007 Semester:

If you are interested in working for a non-profit organization committed to improving health care, the Institute for Family-Centered Care has **the** part-time job for you.

The Institute for Family-Centered Care, located in Bethesda, is in search of a paid intern to work part-time from January to April 2007, with a possible opportunity to work throughout the summer. The ideal intern will assist in the planning of and the logistics for an International Conference and an intensive training seminar on Patient- and Family-Centered Care. More information about the Institute and the up-coming events can be found at www.familycenterecare.org.

Flexible schedule: 20-hours per week between 9am to 5pm. Negotiable start date, but we prefer someone who can attend a training session prior to December 21st.

Qualifications/Requirements include:

- Organized, reliable, personable
- Excellent telephone, computer, and data entry skills
- Solid writing skills

Knowledge of Filemaker, experience planning and coordinating events, and experience with online registration systems, a plus!

Duties include:

- Finalizing conference and seminar brochure
- Conference and seminar registration
- Layout of monthly e-newsletter
- Assisting with sponsorship program

Please send cover letter with salary expectation and resume to institute@iffcc.org. Place your name and "Intern" in the subject line of the e-mail. The office is walking distance from the Bethesda Redline Metro and is accessible by the J2 and J3 buses.