



Institute for Community Health

Building sustainable community health, together

About ICH:

The Institute for Community Health (ICH) was founded in 2000 to be a nationally recognized organization dedicated to health status improvement through facilitation and collaborative sponsorship of community-based research, assessment, dissemination, and educational activities. This internship will provide practical financial and accounting experience in the non-profit, public health industry. The intern will work closely with the ICH Financial Analyst II.

VISION

The Institute for Community Health is a nationally recognized catalyst for sustainable community health improvement, uniting real world practice with academic research.

MISSION

The Institute for Community Health utilizes participatory research and evaluation approaches to generate and disseminate knowledge about public health issues affecting communities. Core to ICH's approach is the development of long-term partnerships, a commitment to co-learning and capacity building, and a deep appreciation for the diverse experiences, perspectives, values and resources that partners contribute to community health improvement.

INTERNSHIP OPPORTUNITY Financial Analyst Internship

Internship Description & Responsibilities:

1. Assist in the creation of invoices for all projects.
2. Book cash received to the appropriate accounts and contact partners of outstanding AR.
3. Monitor expenses, insuring assignment to the appropriate cost centers and funders. Reconcile at end of month.
4. Assist staff with the purchasing process within ICH.
5. Maintain actuals-budget workbook, updating monthly.
6. Assist in preparing monthly financial reports for grants and contracts.
7. Assist in the projection of monthly, quarterly, and year end revenue and expenses for ICH.
8. Learn and create financial models (spreadsheets & graphs) and statistical analysis when needed.
9. Performs other related duties as assigned or directed by the Financial Analyst II.

Qualifications:

1. Pursuing a bachelor's degree in business, economics or public health.
2. Exceptional attention to detail, initiative, and able to work autonomously. Strong analytical skills required.
3. At least 3 months, ~8 hours per week availability. Exact schedule will be tailored to fit both party schedules.

This is an unpaid internship is for 8-10 hours per week, preferably for 3 months.

To Apply:

If you are interested in applying for this internship, please send your resume and a cover letter to:

ICHEducation@challiance.org

The purpose of the ICH education program is to further practice-based public health training and increase community research capacity by supporting ICH projects and partners.