**Information Needed to Recruit Interns**

**Organization: Ogden Surgical-Medical Society**

**Address: 5093 Skyline Parkway, Ogden, Utah 84403**

**Contact Person Info (name, email and/or phone) and How to Apply:**

Name: Teresa Puskedra, Executive Director

Email: teresapuskedra@ogdensurgical.com

Phone: 801-564-5585

How to apply: Email resume to teresapuskedra@ogdensurgical.com

**Internship Responsibilities/Duties:**

The student/alumni will learn how to write basic grants, learn how to use their writing for accreditations for our organization, learn to write press releases, learn to write to other organizations, learn how to help me organize a conference with tools I can teach them, learn basic design to create conference slides, posters, learn how to create and input in conference app, learn how to edit copy, and learn how to use excel spreadsheets for conference input. A student does not need any science or medical background, at all. I am interested in a person that is a good speller, checks their work, and is detail orientated.

**Skills / Knowledge Needed for Internship:**

1. A great speller (conscientious of their spelling), 2. Is on time for work, 3. Detail-Orientated, 4. Willing to learn, 5. A good writer - understands sentence structure, 6. Knows basic Word and basic Excel, 7. Has their own laptop, 8. Can work 15-20 hours a week, 9. Willing to help with marketing in the Ogden area - not afraid to make email connections or phone calls - I have the information needed, 10. Able to write organization feeds on Facebook, Twitter, and Linked In. 11. Be familiar with how to file in alphabetical order and be willing to file papers, 12. Be able to lift 20 lbs. such as paper boxes etc. when purchased, 13. Be willing to make $15.00 an hour, 14. Is honest.

**Projects To Be Completed (Internship Portfolio possibilities):**

Possible projects at Ogden Surgical-Medical Society: Social Media, Editing YouTube channel, edit with website WordPress, Newswriter, Graphics, Editing, Business affairs, Event coordination, Facilitating employee meetings, External websites, Database management, Researching and writing: news releases, memorandums or proposals, public service announcements, Photography, Graphic design, Writing: news, online, radio, television, technical writing, Information gathering, Research, Fact checking, Publishing, Advertising, Production, Meeting attendance, Editing, Photography, Customer service, Sales, Promotions and advertising campaigns, Brochure and flyer creation, Social media, Convention assistance, Develop presentation materials, Create/update/revise websites, Organize data for internal reports, and Coordinate fund raising.

To apply for this position a student does not need a medical background.

The above list is what the student can learn while interning at Ogden Surgical-Medical Society. I do not expect that an intern to have all of these skills, I need to know what you are interest in learning.

**Location for internship work:** Starting out an intern will need to work at the office and once they have projects that they are comfortable and efficient with some work can be done remotely.

**Days/Times Intern Needed-How Flexible: Flexible with hours**

**Pay Rate: $15.00 an hour**