



Pennsylvania Health Care Association

Summer Internship Program 2019

Pennsylvania Health Care Association

The Pennsylvania Health Care Association (PHCA) is a trade association representing assisted living, personal care, and skilled nursing and rehabilitation centers in Pennsylvania. PHCA is committed to promoting members' common interests in creating and sustaining a robust quality care delivery system for Pennsylvania's aging and disabled individuals.

PHCA is offering a summer internship to an undergraduate student with interest in any aspect of trade association activities such as health care, public policy or government, non-profit management or marketing and communications.

Objectives:

- To provide an experiential learning experience that integrates a student's knowledge and theory learned in the classroom with practical application and skills development in a professional setting.
- To provide exposure to all operations of the association and areas of professional responsibility through rotational assignments.
- To provide opportunities to understand and support daily activities and major events and initiatives of the association.
- To work closely with a particular mentor on projects and initiatives which closely align with the intern's areas of interest.

Framework:

The internship shall be for at least a total of 300 hours. The internship shall be organized around 37.5 hours per week for 8 weeks at a salary of \$285 per week subject to all appropriate withholdings and deductions.

The internship shall be served at: Pennsylvania Health Care Association:
315 N. Second Street
Harrisburg, Pennsylvania 17101

The intern's direct supervisor will be: Pete Tartline
COO and Executive Vice President
ptartline@phca.org
717-221-7930

The intern also may be assigned a specific mentor: Dependent upon intern's areas of interest

Duties and Activities:

1. Provide daily administrative and data support relating to data administration and information dissemination.
2. Carry out projects in weekly rotational assignments (Policy and Regulatory, Quality, Legislative, Membership, Communications, Education, Assisted Living and Personal Care, Operations).
3. Carry out projects assigned by the intern's mentor and work closely with the mentor through the duration of the internship.

Project activities: Research and analysis, writing, meetings, presentations, event support, material design and preparation.

Daily activities: Data input, report generation, web review and posting, mail dissemination, occasional phone coverage.

Insurance Disclaimer:

The association will not be responsible for providing fringe benefits or certain insurances to an intern which are expected to be provided by the intern or his/her family:

- Accident/liability insurance
- Automobile insurance
- Health/life insurance

Application Process:

To be considered for this summer internship opportunity, please submit a resume, letter of interest and at least three references to Pete Tartline (ptartline@phca.org) by March 29, 2019.