



# SNHPA

**Safety Net Hospitals for Pharmaceutical Access**

## **Get your foot in the door in event planning with a great paid internship in Washington, DC! Immediate Opening!**

### **Event Planning/Member Services Intern (paid)**

#### **About SNHPA**

Safety Net Hospitals for Pharmaceutical Access (SNHPA) is an organization of some 800 public and private non-profit hospitals and health systems that participate in the federal 340B drug discount program. SNHPA was formed to increase the affordability and accessibility of pharmaceutical care for the nation's low-income and underserved populations. SNHPA monitors, educates, and serves as an advocate on federal legislative and regulatory issues related to drug pricing and other pharmacy matters affecting safety net providers. SNHPA is dedicated to protecting the 340B program and creating new opportunities for member hospitals to save on pharmaceuticals.

Safety Net Hospitals for Pharmaceutical Access (SNHPA) has an immediate opening for an *Event Planning/Member Services Intern* at our Washington, D.C. headquarters. The intern will play an integral role in the administration of our upcoming winter conference in San Diego (February 28-March 2, 2012) and summer conference in Washington, D.C. (July 11-13, 2012). The internship will be through July 2012 and there may be opportunities for continued work past that date.

#### **Responsibilities**

- Provide assistance for upcoming winter conference including:
  - Coordinating speakers
  - Assisting with registrations and exhibit planning
  - Conference planning
  - Travel arrangements and logistical planning
- Update databases
- Assist with planning of monthly roundtables
- Assist with membership recruitment
- Communicate with potential members regarding association membership
- Administrative and other duties as assigned

#### **Qualifications**

- Proficient in Microsoft Office
- Strong organizational skills
- High attention to detail
- Solid analytical, communication and writing skills
- Interest in health care preferred

#### **How to Apply**

Candidates who have a bachelor's, post-bachelor's, or pursuing/have completed graduate work preferred. In your reply, please let us know how you learned about this position and how many hours you are available per week (minimum of 30 hours required). Preference will be given to candidates who can start immediately.

This will be a paid internship. More information about SNHPA can be found at [www.snhpa.org](http://www.snhpa.org). Please send cover letter and resume via email to [admin@snhpa.org](mailto:admin@snhpa.org) or via fax to (202) 552-5868.