



SNHPA

Safety Net Hospitals for Pharmaceutical Access

Get your foot in the door with a great paid internship in Washington, DC!

Member Services Intern (paid)

About SNHPA

Safety Net Hospitals for Pharmaceutical Access (SNHPA) is an organization of over 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.

About the Position

Safety Net Hospitals for Pharmaceutical Access (SNHPA) has an immediate opening for a full-time *Member Services Intern* at our Washington, D.C. headquarters. The intern will play an integral role in gathering contact information to support our member recruitment efforts and in a number of other projects aimed at growing and supporting SNHPA's membership. The intern will also provide assistance to SNHPA's *Drug Discount Monitor* on various promotional and business-related projects. The internship will be from February through August and there may be an opportunity to continue past August. Candidate must be available at least 30 hours/weekdays during business hours of 9:00 AM-5:00 PM.

Responsibilities

- Gather contact information for prospective member hospitals via phone and Internet research and enter into membership database
- Assist with preparation and dissemination of membership recruitment materials
- Communicate with prospective members regarding association membership
- Research potential subscribers to the *Monitor*
- Assist with invoicing and renewals for the *Monitor*
- 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, non-profit management and/or marketing preferred

How to Apply

Candidates who have a bachelor's, post-bachelor's, or are pursuing/have completed graduate work preferred. In your reply, please let us know how you learned about this position. Also, please include your GPA for college and graduate school (if applicable).

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