

## Maternal Health Coordinator Intern

Black Birthworkers Rock is seeking a **Maternal Health Coordinator Intern** with a passion for promoting high-quality maternal healthcare services, improving maternal health outcomes, and addressing issues related to pregnancy and childbirth. The ideal candidate will play a key role in supporting the planning, execution, and monitoring of various project initiatives related to maternal and reproductive health within the organization. This internship provides valuable hands-on experience in project management and allows interns to learn the essential skills needed for successful project coordination.

### *Responsibilities*

**Project Planning and Support:** Assist in the development of project plans, timelines, and objectives. Collaborate with Chief Executive Officer to define project scope, goals, and deliverables. Assist with identifying project risks and issues and work with the team to develop and implement risk mitigation plans. This may include helping to create educational materials, organizing events, and tracking program outcomes.

**Administrative Support:** Facilitate communication among project team members and provide general administrative support to the project management team, including maintaining project documentation and reports, scheduling meetings, and project task lists, coordinating meeting minutes and reports, managing project files, and performing other administrative tasks as needed.

**Resource Management:** Assist in resource allocation, including assigning tasks to team members, tracking resource availability, and ensuring that project deadlines are met.

**Quality Assurance and Improvement:** Participate in quality control processes to ensure that project deliverables meet established quality standards. Monitor and track project tasks and milestones. Evaluate project performance and make recommendations for improvements.

**Stakeholder Engagement:** Collaborate with project stakeholders, both internal and external, to gather requirements, provide updates, and address inquiries. Keep stakeholders informed about progress and potential issues.

### *Qualifications*

**Educational Background:** Currently enrolled in or recently completed a bachelor's or master's degree program health administration, public health, human services, or a related field.

**Knowledge:** Basic knowledge of public health principles. Familiarity with maternal health topics and terminology is a plus.

**Computer Skills:** Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and project management software/tools is beneficial.

**Organizational Skills:** Strong organizational skills with attention to detail. Ability to manage multiple tasks with ability to prioritize tasks and meet project deadlines.

**Communication Skills:** Upholds a professional demeanor with the ability to represent the organization positively when interacting with stakeholders. Consistently implement excellent written and verbal communication skills. Proficiency in adapting to changing project requirements, while effectively communicating with team members and stakeholders.

**Analytical Skills:** Strong problem-solving skills and a proactive approach to addressing project challenges. Ability to implement basic analytical skills to interpret project data and identify trends or issues.