

**Philanthropy Fellows Program:
Building the Next Generation of Philanthropy Professionals**

Position Description

Organization Name:	Kaiser Permanente
Address:	2101 East Jefferson Street, Rockville, MD 20852
Website:	https://share.kaiserpermanente.org/article/mid-atlantic-overview/
Organization Description:	As a leading nonprofit health plan in the Mid-Atlantic States, Kaiser Permanente is committed to using all of our assets and influence to help make the communities we serve among the healthiest in the nation. We are a trusted partner in total health, purposely partnering with the community to advance our shared mission for everyone. Kaiser Permanente’s commitment includes increasing access to care, improving economic and educational opportunities, and enhancing environments.

Internship Time Period:	<input checked="" type="checkbox"/> Academic Year 2018-2019 <input type="checkbox"/> Fall Semester 2018
Hours Per Week (<i>maximum 20 for grad fellows; 16 for undergrads</i>)	<u>20</u>
Undergrad/Grad Fellow Preference:	<input type="checkbox"/> No preference <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Internship Description and Duties:	<p>The fellow will work closely with the KP evaluator to support our Community Health Needs Assessment (CHNA)/ Implementation Strategy (IS) processes. Possible assignments include helping with:</p> <ul style="list-style-type: none"> - Quantitative data analysis (benchmarking) - Creation of tables and data visualization - Scheduling/ conducting interviews, and note-taking - Survey development (using SurveyMonkey) - Data triangulation (synthesizing quantitative/ qualitative results) - Qualitative data analysis (including thematic coding) - Writing section of the CHNA/IS reports - Other miscellaneous assignments, as needed

<p>Description of a long-term project the Philanthropy Fellow will lead or substantively contribute to:</p>	<p>Based on the fellow's skillset and interest, there are a few different project options: One possible project is taking the lead on coordinating a photovoice project with community members. Another possible long-term project is drafting a paper for publication related to our community engagement activities.</p>
<p>Qualifications and/or Skills Desired:</p>	<ul style="list-style-type: none"> - Must be highly organized - Able to prioritize competing demands - Excellent writing/ communication skills - Experience with quantitative and qualitative data analysis - Ability to synthesize complex information - Ability to work independently - Willingness to support miscellaneous activities, as needed
<p>The following information is required:</p>	<p><input checked="" type="checkbox"/> Resume <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Cover Letter</p> <p><input checked="" type="checkbox"/> Writing Sample</p>
<p>Interviews will be conducted in August via the following methods:</p>	<p>In-person only</p>