

Project Management / Business Analysis Intern - 2022

Internship Summary:

The Nashville Academy of Medicine (NAM) and Medical Foundation of Nashville (MFN) are launching a summer internship program to welcome a dynamic core group of interns with special focus areas in care coordination and social services, project management and business analysis, and business and communication marketing. The Project Management / Business Analysis intern will play a vital role in the work and continued growth of programs at NAM and MFN. You will learn about the field of healthcare in the Nashville area and Tennessee while gaining experience in your field of study.

This internship is designed to be a learning experience, and each intern will meet specific learning objectives that can be adapted to support class credit as applicable. Throughout your internship, you will assist in numerous functions of the team as listed below.

Key Learning Objectives:

- Gain experience in a professional setting
- Gain experience in non-profit operations and program evaluation
- Increase knowledge and expertise in the field of healthcare
- Apply skills and knowledge acquired in the classroom into a professional environment
- Observe and experience how leadership is defined and how initiatives are implemented
- Understand technology and how to define and create strategic professional targets

Essential Functions:

- Carry out business analysis projects that support the growth and improvement of program operations
- Identify project scope, risks, constraints, dependencies, assumptions, and deadlines.
- Measure the project performance to suggest areas of improvement.
- Analyzing data to identify patterns and inconsistencies, then suggest improvements
- Creating technical reports and manuals for end-users
- Evaluating new system resources and processes
- Developing workflow charts for system changes
- Responsibilities may differ based on major or experience

Requirements:

Intern must be currently enrolled in an accredited college or university pursuing a bachelor's degree or master's degree in business, IT, nonprofit management, or a related field. No prior experience necessary.

- Strong academic track record
- Strong communication skills are essential, both verbal and written
- Excellent critical thinking and problem-solving skills
- Strong partnering skills and ability to work within a collaborative team environment
- Ability to manage multiple projects and priorities
- Proficiency in Microsoft Office (Word, Excel, etc.) is required
- Candidates must be comfortable with computer-based technologies, including client databases
- Positive attitude and excellent customer service skills.

- Ability to take ownership and ask for help when needed. Must be able to complete projects with limited supervision.
- Spanish language skills are a plus, but not required.

Functional Competencies: Organizational skills, prioritization, communication, teamwork, time management, initiative, reliable and dependable, conflict resolution, customer service and interpersonal skills.

The Nashville Academy of Medicine / Medical Foundation of Nashville is an equal opportunity employer.

Work Schedule: The internship will run concurrent with summer classes. – May through August 2022, and applicants are welcome to apply for future semesters (please adjust the subject line of your email accordingly). Intern must complete at least 15-20 hours per week on site, with a maximum of 36 hours per week. Available days are Monday through Friday, 9am to 4:30pm, and the hours will be flexible depending on the student's schedule and any course credit requirements. Pay starts at \$10 per hour, based on skills.

To Apply for this Internship: Please submit a resume via e-mail to info@nashvillemedicine.org. Please write the following in the subject line of your e-mail: Project Management / Business Analysis Summer Intern Application.

Company:
Nashville Academy of Medicine
Medical Foundation of Nashville
28 White Bridge Road, Suite 400
Nashville, TN 37205

About the Nashville Academy of Medicine

Founded in 1821, the Nashville Academy of Medicine is Tennessee's oldest county medical society. It is dedicated to supporting more than 2300 physician members who provide the highest quality medical care and are pledged to uphold the highest standards of conduct. Academy members represent 70 fields of practice, all local hospital medical staffs, the faculties and administration of Nashville's two medical schools, local and state health departments and boards, and numerous health and paramedical agencies and organizations. Since its founding, the Academy has produced 8 presidents of the American Medical Association and 47 presidents of the Tennessee Medical Association. Learn more at www.nashvillemedicine.org.

About the Medical Foundation of Nashville

In 2018, the Medical Foundation of Nashville was launched by leaders of the Nashville Academy of Medicine to house the charitable and educational programs previously operated by the Academy. Today, the Medical Foundation of Nashville empowers our community through public health education, coordinated charity care, and education for physicians and physicians in training. Project Access Nashville Specialty Care is the organization's largest program, facilitating coordinated charity care for patients in Middle Tennessee. As the two organizations operate with a shared staff, this position will have the opportunity to engage with programs from both.