

Digital Marketing Support

Length of Internship: 15-18 hours/week, 9 months

Location: Oppenheimer (Wilshire & Westwood)

Position Description: The intern will work with a team of digital marketing professional to execute the strategic communication goals of the UCLA Health enterprise. They will learn on the job while being involved in a variety of client and team projects.

- Provide quality assurance for high-traffic websites and contribute to overall user experience
- Support development of analytics reports and databases in collaboration with the team
- Design, draft, and edit content to build engagement among our patients, providers, and the community
- Opportunity to participate in key events and provide media coverage as needed (occasionally)

Skills Required/Preferred: Basic computer skills a must. Knowledge of Microsoft Office software. Work on a PC.

Nursing Administration – Volunteer Program

Length of Internship: 15 hours/week, 9 months

Location: Ronald Reagan

Description: Work with Director and Clinical Manager of the Nursing Volunteer Program to manage Nursing Volunteers. Intern will assist in the management of volunteer database; update and maintain volunteer website; help prepare and facilitate volunteer selection, onboarding, orientation and education with Clinical Manager; and create and maintain volunteer program files and forms. Other duties as assigned to support the Nursing Volunteer Program. Intern will have the opportunity to work in an environment with Nursing Administration at UCLA Health. 15 hours/week

Skills Preferred: Good with Word, Excel, data and spreadsheets. Some Website design. Experience as a volunteer or working with volunteers. Worked or volunteered in healthcare previously. Motivated, self-directed, enthusiastic, creative, and reliable.

Volunteer Office – Data Management Intern

Length of Internship: 12 hours/week, 9 months

Location: Santa Monica

Description: Intern will assist with administrative tasks and projects in volunteer office. Intern will scan documents, complete data entry, TB and compliance audits, file audits, reporting statistics. Will communicate to volunteers regarding compliance issues. Will schedule and create sign ups when necessary. Will assist with website updates. Will

assist scheduling different volunteer areas. Assist training new office volunteers. Assist with NODA program administration. Create manuals and assist with PI projects.

Skills Preferred: Intern must be detail oriented, possess excellent communication skills both verbal and written, and possess excellent computer skills. Work with accuracy and precision. Take initiative with projects. No weekend, no evenings.

Volunteer Office – Hospitality and Creative Arts Intern

Length of Internship: 12 hours/week, 9 months

Location: Santa Monica

Description: Intern will assist with creative arts program acting as lead to other volunteers in the creative arts program (assembling kits, keeping par levels of inventory, designing and creating special quarterly arts workshops, training new creative arts volunteers, assisting with scheduling volunteers). Volunteer will also help deliver daily iPad patient requests. Intern will assist at surgical lounge and information desk, creating surveys to give visitors and patients in order to improve patient satisfaction. Intern will help assemble and deliver birthday boxes, and brainstorm new ideas for inclusion in box. Intern will create volunteer recognition board quarterly, marketing materials and informative guides, and other promotional materials supporting fund-raising for our programs.

Skills Preferred: Intern must be detail oriented, possess excellent communication skills both verbal and written, and possess excellent computer skills. Work with accuracy and precision. Take initiative with projects. No weekend, no evenings.