**TIP Internship Program**

**Development Program**

**Organizational Background**

The vision for The Immunization Partnership (TIP) is a community protected from vaccine-preventable diseases. TIP advocates for disease prevention using an impactful network of vaccine champions who promote education and evidence-based public policy on the health benefits of childhood and adult vaccinations. TIP aspires to be the trusted resource for increasing immunization rates to create healthier communities. To fulfill our mission, we educate families, legislators, health care providers, and community members about vaccine safety and other vaccine-related issues; advocate for legislation that supports high immunization rates; and encourage the use of reporting, reminder systems, and registries to ensure high immunization initiation and completion rates.

TIP leads many efforts to increase immunization rates in Texas. The highlights of these efforts include: partnerships with numerous organizations throughout the state to increase vaccination rates in individual clinics; statewide immunization conferences for provider education; building capacity and educating immunization coalitions throughout Texas; and advocating at the Texas Capitol for pro-immunization legislation.

**Overview of Program Intern - Development**

The Intern provides administrative support to TIP’s development program. This position requires strong organizational skills, research and recommend new sources of funding for the organization as a whole or specific projects, monitoring of current funding organization and foundations for changes in their focus or important updates that may impact TIP’s funding, and events organization and coordination Enrollment in an undergraduate or graduate program is required for this position. Internship must be taken for a course credit.

**Internship Details**

* Dates: January 2023 – May 2023
* Hours: up to 10 hours a week
* Schedule: Hybrid
  + Monday, Tuesday, Wednesday – In office; Thursday, Friday – Remote,
  + Event days on site/in-person

**Intern Purpose**

TIP’s Intership program is a semester to a year long position responsible for supporting development department. The intership is to monitor current funding sources for changes in their focus or important updates that may impact TIP’s funding and research new possibilities for funding. Organization of database of our current funders and assisting in coordinating the events of TIPs Spring Luncheon. The Intern may also carry out other assignments based on organizational and programming needs and/or the Intern’s own interests.

This internship is design to be adaptable for the requirments of the supporting educational instutuion. Delverables will be the weekly reports and of the students choosing. The Development Director will be the direct supervisor of this position.

**Internship Scope of Work**

1. Develop a system monitoring current sources of funding for any changes in priorities
2. Collect new options for funding
3. Assist in event coordination for the Spring Luncheon
4. Develop and dissemination a newsletter to TIP supporters with the Communications Department
5. Create weekly reports with 5-7 data points about current funding sources for development department and Executive Director
6. Other duties as required by educational institution for internship credit
7. Other duties as assign

**Deliverables**

1. Newsletter
2. Database reports of funders
3. Spring Luncheon

**Application Instructions:**

Our positions are competitive and fill quickly. Interested candidates should submit a resume and a brief writing sample to Katy Gore, kgore@immunizeUSA.org.

The deadline to submit applications is November 25, 2022. Please include the words “Internship” in the subject line and include your major / area of study. Applications will be reviewed by November 30, 2022, and interviews will be conducted the week of December 5, 2022.