



VIRGINIA  
HEALTH CARE  
FOUNDATION

707 East Main Street, Suite 1350 • Richmond, VA 23219 • [www.vhcf.org](http://www.vhcf.org)  
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## Fall Internship (Paid)

### ***About the Virginia Health Care Foundation***

The Virginia Health Care Foundation (VHCF) is dedicated to increasing access to primary health care for uninsured and medically underserved Virginians. Areas of focus include: outreach and enrollment for state-sponsored health insurance; expanding availability and quality of medical, dental, and mental health services; ensuring availability of prescription medications for the uninsured; introducing and supporting incorporation of innovative best practices to Virginia's health safety net organizations; and increasing the number of health professionals in medically underserved areas of the state.

VHCF was initiated as a public/private partnership by Virginia's General Assembly and its Joint Commission on Health Care in 1992. Since its inception, its programs and partnerships have touched the lives of more than 700,000 uninsured Virginians.

### ***Internship Specifics***

- Assist with initiatives including, but not limited to [SignUpNow](#) trainings to help newly eligible Virginians apply for Medicaid health insurance and VHCF's multi-pronged \$1.5 million behavioral health initiative, [Beyond Blue](#).
- Analyze various materials and prepare written issue briefs, as assigned;
- Collect and evaluate data related to VHCF initiatives;
- Assist Program Staff with VHCF-organized events (*learning sessions, trainings, roundtables, etc*);
- Other program-related responsibilities and tasks as assigned.

### ***Knowledge, Skills, and Abilities Requirements***

- A graduate student (*MHA, MPA, MSW, MPH, MPP, Nursing, MBA, or other related field*) or a mature rising college senior/recent college graduate with a strong academic record and an interest in uninsured/medically underserved communities;
- Strong oral and written communications skills;
- Strong organizational skills and proven track record to meet deadlines;
- Proven success in gathering, analyzing, organizing, reporting and presenting data in a user-friendly format;
- Expertise with Microsoft Office Suite, preferred.

***Personal Qualities***

The successful candidate will be smart, high-energy, self-motivated, self-confident, and intellectually curious. S/he will have the ability to work independently and as a team member in a collegial workplace where well-thought-out opinions and give-and-take are expected and encouraged. A sense of humor and a constructive outlook are a plus.

***Interested?***

Hourly rate based on skills and experience. Hours are flexible (*15 - 20 per week*). Please submit cover letter and resume (*see address below*). Include potential start date and any time preferences/constraints.

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