

WillCounty

Summer Internship Program

Organization Name	Ascension Saint Joseph Joliet
Industry	Healthcare
Internship Title	Administrative/Community Relations Intern
Hours per Week	25
Rate of Pay	\$15/hr
Start/End Dates	May 1, 2024 - August 2, 2024

About Company

At Ascension Saint Joseph - Joliet, we focus on providing expert, compassionate care for patients when they need treatment. Our state-of-the-art facility offers the latest in emergency medical and surgical care; medical lab and imaging services; heart and vascular care; cancer care; hip, knee and shoulder replacement; neurological care; obstetrical and women's services; access to top specialists; and much more.

Position Description

Under supervision of the Director of Community Development, the Administrative Inter or Relations Coordinator Intern is to nurture meaningful relationships with key community groups; delivering the employer's vision within the local community. This role is a varied one that combines elements of relationship building, stakeholder management and volunteer coordination.

Knowledge, Skills, Abilities/Interests Desired

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must exhibit excellent oral and written communication skills.
- Must have superior interpersonal skills with a demonstrated commitment to cultural diversity.
- Proficiency with windows environment including word processing.
- Ability to communicate effectively with all levels of management, board of directors, associates and external individuals and groups.
- Must be a self-starter and possess strong analytical and problem-solving skills.
- Demonstrate ability to organize and work independently as a leader and as part of a team.
- Ability to respond professionally to common inquires and/or complaints from associates, medical staff members or community at large.
- Experience is planning and executing events.

Education and/or Experience

Currently enrolled in in Communications, Business Administration, Marketing or other related field required.

Basic knowledge of community development, marketing and communications objectives, strategies and tactics as well as a working knowledge of media, design, production and metric measurements required.

Computer Skills

Experience using Microsoft office.

Physical Demand of Position

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Object Handling Categories Work requires the ability to lift/carry objects routinely as follows: Heavy Lifting: Objects weighing 35-50 pounds lifted on a regular basis. Mechanical lifting devices (carts, dollies, pallet jacks, forklift trucks, etc.) or team lifts should be utilized. Medium Lifting: Objects weighing 15-35 pounds lifted on a regular basis. Light Lifting: No lifting of objects weighing more than 15 pounds on a regular basis. Other Physical Demands (check all that apply) Work requires the ability to stand up to two or more hours at a time. Work requires the ability to stoop, bend, reach and grab with arms and hands, manual dexterity. Work requires sufficient auditory and visual acuity to interact with and/or care for others. Work requires color vision.

Documents Required

- [Resume](#)
- [Cover Letter](#)

Business Contact

Megan Vinson

Title

Manager of Volunteer Services

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