

**UNITY CLINIC SUMMER INTERN  
AUGUSTINIAN DEFENDERS OF THE RIGHTS OF THE POOR  
IN PHILADELPHIA, PA**

TIME REQUIREMENT: *25 hours per week*

JOB DESCRIPTION: A.D.R.O.P. is looking for a summer intern who is passionate about social justice, service to those in need and assisting in A.D.R.O.P.'s mission of "matching identified needs with known resources" through our programs. This opportunity would be inclusive of community outreach, education, supply/equipment management, and associated conditions to ensure consistent service. We are open to explore integration of other skills, talents, or passions you may have.

*Opportunities and Responsibilities:*

Office Work

- Basic computer skills are necessary for establishing Excel spreadsheets and correspondence.
- Administrative duties as necessary
- Various research or organizational projects provided by the Clinic Manager or Executive Director

Unity Health Clinic

- Overseeing clinic equipment and monitoring vaccine temperature.
- Provide technology and administrative support to the Clinic Manager as needed.
- Assist Clinic Manager with various duties during clinic hours.

Community Outreach

- Engage the community and increase community awareness of the Unity Clinic and A.D.R.O.P.
- Document experience with/for A.D.R.O.P.'s social media

*Qualifications*

- Able to work in unison with a supervisor, in a team and in unison with Executive Director and other interns
- Strong organizational, interpersonal, networking and communication skills (verbal and written).
- Personal commitment to Social Justice.
- Commitment to interacting with students, staff, faculty, and clientele of all backgrounds.
- Sufficient computer skills and comfort working with Windows Office programs, social media, and various websites.
- Ability to develop and manage various outreach opportunities.
- Ability to prioritize tasks and manage time independently.
- Flexibility for taking on new or unperceived tasks or projects.
- Creative and willing to take on projects based on one's passions.
- Comfort speaking or writing another language is preferred but not required.

Supervisors: Lacie Fischley – Executive Director, Patricia Hewson – Clinic Manager  
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