AHIP
Position Description

Position: Marketing Intern
Department: Public Affairs
Reports To: Director, Database and Marketing
Scope: Intern; P/T; Non-exempt; Temporary
Date: May 2015

☐ Yes  ☑ No  This position is subject to a pre-employment criminal background and/or financial history background check

Position Summary:

Intern will perform data-entry projects, including research, to update current contacts and obtain new prospects, as well as other ad-hoc data projects.

Should posses the following qualities / skills:

- Analytical thinker
- Quick learner
- Highly attentive to detail
- Highly organized
- Professional demeanor
- Must be able to work independently, as well as
- Must have excellent organization and time management skills.
- Ideal candidate will have experience with Excel and data-entry

Education: High school diploma required; college student preferred

Significant Work Activities & Conditions:

- Continuous sitting for prolonged periods more than 4 consecutive hours in an 8 hour day.
- Keyboard use of greater or equal to 80% of the workday.

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, age, disability, religion, sex, sexual orientation, gender identity, national origin, or status as a protected veteran

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Interested candidates must send resume, references and a cover letter that includes salary requirements to: hr@ahip.org or mail to:

America's Health Insurance Plans (AHIP)
ATTN: HR Dept/MKI
601 Pennsylvania Avenue, NW
South Building, Suite 500
Washington, DC 20004