Hospital Sisters Mission Outreach

Street Address: 4930 LaVerna Road
Phone number: 217.525.8843 x 181   Fax number: 217.523.4742
Email Address: smclean@mission-outreach.org
Agency Contact: Suzanne McLean, Development & Relationship Manager

How should students contact this agency? Email
How should students submit cover letters and resumes? Email

General Description of agency or business
Hospital Sisters Mission Outreach is a non-profit organization which specializes in the recovery and responsible redistribution of surplus medical supplies and equipment. We partner with 63 hospitals and 18 clinics in Illinois, Wisconsin, Indiana, and Missouri. Since our founding in 2002, Mission Outreach has:

• Improved healthcare quality and saved lives in 87 developing countries.
• Equipped 530 medical mission organizations with medical supplies and equipment.
• Saved and redistributed 9 million pounds of surplus medical equipment and supplies valued at over $49 million that would have otherwise ended up in landfills.

Internship or Job Description
Development Assistant
• Create marketing materials – flyers, brochures, photos, short videos.
• Utilize various online platforms, databases, and presentation software to enhance development and marketing activities.
• Create newsletters and marketing emails – content and editing.
• Develop content for social media – Facebook, LinkedIn, and Twitter.
• Administrative duties.
• Work closely with Development & Relationship Manager.

Basic student learning anticipated
Working for our organization will give a student broad experience in communications, marketing, fundraising, and health/human services. Our operations in Springfield impact communities, businesses, and organizations in local, Midwest, and international locations.

Hours per week: 10-20
Number of weeks: 8 (summer); 16 (fall or spring)
Position Available: Fall, Spring, Summer

Unpaid

6/2/2016