



African Strategies for Advancing Pathology (ASAP) Program Intern

African Strategies for Advancing Pathology (ASAP) is a group of professionals with a common interest in increasing and improving access to diagnostic pathology and laboratory medicine in sub-Saharan Africa and other regions of the world that currently lack access to these services. The group is composed of individuals with expertise and interest in histopathology, cytopathology, medical microbiology, infectious disease pathology, information management, public health advocacy, public health policy, laboratory management, and process improvement. Most of the members of this group have worked together over many years. Many of the members are from sub-Saharan Africa, and of those based in the EU, USA or Australia, most have extensive experience working in Africa. The entire group recently met in Siena, Italy, to develop long term strategies for both advocacy as well as for processes to make substantive improvements in diagnostic pathology and laboratory medicine in sub-Saharan Africa.

Title: Program Intern

Classification: Part Time (maximum of 15-20 hours per week)

Basic Function: Provides administrative support, research support, analytical support, and report writing for the project

Work Direction: Works directly under the supervision of the Project Coordinator or Deputy CEO

Salary: Unpaid

Application and Hiring Process: This position will be open on an ongoing basis with internship positions of up to a year in duration

Duties and Responsibilities:

- Perform background research for project including literature searches
- Write summary reports of research findings
- Perform research to identify potential funding organizations and obtain background information on these organizations
- Collect all necessary materials to complete each application
- Track applications throughout application process
- Maintain records of all grant documents
- Assist staff with proofreading documents to insure accuracy
- Provide administrative support as requested
- Provide assistance with social media, blogs, and other forms of communication
- Assist with writing quarterly, annual, and *ad hoc* reports
- Perform other duties as requested

Qualifications& Position Requirements:

- Ability to work independently after being given instruction
- Ability to develop and implement priorities
- Ability to perform searches for information using internet-based and library resources
- Ability to communicate effectively using written reports
- Ability to communicate effectively during meetings as well as person-to-person
- Ability to use computers effectively, including proficiency with Microsoft Office products, Google programs, and social media
- Understanding of professional demeanor including ability to work as part of a team
- Experience in grant writing is preferred but not required

Education or Formal Training

- Upper level undergraduate or masters level student or graduate
- Experience or training in writing grant applications

Contact Information

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