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Internship Opportunities Available at the Equi Institute/Sacred Vessel Natural Medicine

Our team focuses on improving the health of the Trans, Queer, Non-binary and Intersex communities through trauma informed care, culturally competent medical services and social justice advocacy. Each month our clinic serves over 240 transgender patients on Medicaid. This year our providers will offer over 3,000 gender-affirming medical and social service visits. Nearly all of our patients see our providers for primary, mental health, and trans related care, and long term chronic pain management.

Please note: this is not a comprehensive list, and we are happy to meet with you to discuss internship opportunities that work with your individual strengths

Bookkeeping and Financial Management

- ❖ Non-profit budget creation and budget tracking
- ❖ Monitoring projected vs incoming cash flow
- ❖ Monitoring bill payments

Fundraising

- ❖ Grant writing and/or contract writing
- ❖ Grassroots fundraising
- ❖ Organizing fundraising events
- ❖ Establishing donor retention and sustainability, and monthly donor programs
- ❖ Coordinating communication with donors
- ❖ Seeking out in-kind donations of medical supplies, supplements and other patient and office needs

Medical Internships

- ❖ Medical scribe
- ❖ Referral coordination

Health Administration

- ❖ Checking insurance
- ❖ Patient care coordination: working front desk, making & confirming appointments, responding to patient needs, responding to phone and email

Medical Billing

- ❖ Submitting claim information to medical biller
- ❖ Communication between providers and biller to manage billing details
- ❖ Tracking projected income and deposits

Communications, Marketing & social media

- ❖ Manage twitter, facebook and instagram accounts, create social media content
- ❖ Attend clinic events or events related to the clinic and post on social media
- ❖ Share content from other organizations or research we are a part of