

Development and Communications Intern Iowa City Free Medical & Dental Clinic Job Description

Background:

The [Iowa City Free Clinic](#) was established in 1971 by a group of people who were all concerned about the high cost of health care. They believed that access to health care was a basic human right and that everyone – regardless of their ability to pay – should receive needed care.

Clinics were first held in a building in what is now the Pedestrian Mall. Every clinic had to be set up then torn down. Within the first year, the Wesley Foundation on North Dubuque Street offered rented basement space for the Clinic. This served as the location of the clinic until 2006, when it moved to its permanent home, on 2440 Towncrest Drive. We have 6 medical exam rooms, 2 dental operatories, an in-house laboratory, in-house dispensary, and a staffing office. Our lower level is used for diabetic education, meetings, and storage.

Today, the clinic holds 6 medical clinics per week and from 2-5 weekly dental clinics. Patients receive treatment for acute and chronic diseases, as well as specialty care and preventive care. A small staff and over 250 volunteers from a wide range of disciplines provide comprehensive care for hundreds of people in need every month. In FY 22, we served 1448 individual patients through 5560 Clinic visits.

Because of the Clinic's strong community support, the Iowa City Free Clinic is one of the longest running free clinics in the United States.

Responsibilities include:

- Work closely with Executive Director on projects related to fundraising, public relations and marketing including help to conceive of a new format for the Annual Report.
- Help create communication template in Constant Contact or similar
- Help plan a Dental Open House event scheduled for October
- Explore viable options for new donor tracking software
- Complete other activities related to communication and marketing as assigned

An ideal candidate must:

- Be responsible, flexible, hard-working, ethical, and committed to the mission of the FMC
- Possess a high level of organizational skills and be detail oriented
- Possess solid oral and written communication skills
- Be able to juggle multiple tasks
- Be skilled at a variety of computer skills, e.g., Microsoft Word, Word Perfect, Excel, PowerPoint and Adobe Acrobat, Canva

Time commitment: 10 – 15 hours per week; Internship position available Summer, Fall and Spring.

Compensation: This is an unpaid position. Position offers an excellent opportunity to work on substantive projects for building a resume and gaining a great reference.

To apply: E-mail cover letter and resume to Jennie Schmidt: jschmidt@freemedicalclinic.org