

Position Title	<i>AMHP Oral History Research Intern</i>
Reports to	Project Lead, AMHP Executive Director
Hours	Temporary, Part-time (6-8 hours per week)
Term	June - August, 2022
Location	Remote
Compensation	Unpaid

Overview of Organization

[American Muslim Health Professionals](#) (AMHP)'s mission is to strengthen the impact of Muslim health professionals to improve the health and wellness of all Americans. AMHP brings together a community of activists, health advocates, clinicians and other health professionals committed to public health, civic engagement and social justice. AMHP's three core areas of focus are professional development, mental health and advocacy for underserved communities.

Vision: To be a leader in improving public health, through efforts inspired by the Islamic tradition.

Position Description

The Oral History Research Intern will work with the Project Lead in overseeing data management and analysis of the AMHP Oral History and Archives Project. The intern will collect, preserve, and share AMHP's legacy of over 17 years, serving as a catalyst to inspire a passionate and engaged AMHP community and to demonstrate Muslim contributions to public health in the United States.

Primary Responsibilities

This project will involve:

- Capturing visual history interviews with AMHP leaders past and present
 - Reviewing, cleaning, and indexing transcripts
 - Corresponding with narrators for transcript review and approval
 - Video/audio editing interviews per request
 - Cataloging oral history interviews in an electronic archive
- Organizing, cataloging, and maintaining documents and media
- Qualitative analysis of documents, media, and interview data
- Working on a web-based concept for presenting the history of AMHP to multiple audiences

Qualifications

- Pursuing a bachelor's or master's degree, preferably in a health related field.
- Excellent analytical, oral and written communication skills, organizational, project and time management skills
- Perform tasks with minimal supervision
- Experience with Google Drive and, Microsoft Office Suite
- Proven skills in prioritizing, organizing projects, and multi-tasking in a fast-paced environment.
- Exceptional customer service attitude.

Reports to: AMHP Executive Director, Project Lead

Time Commitment & Compensation:

This internship position is part-time, unpaid and temporary, requiring 6-8 hours per week for approximately 3 months from June-August, 2022.

ADA REQUIREMENTS:

- Must be able to perform work in indoor environments, to read documents, data reports, drawings, research and to view a computer monitor.
- Must be able to communicate in planning and implementation situations; must have the ability to express presentations of ideas. Team and group dialogue required for communication of plans and concepts.
- Must be able to effectively communicate during face-to-face and group work, for telephone work, for group conversations for planning work.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

For application form and more information, please visit amhp.us/joinourteam

We apologize in advance and will not be able to respond to all applications; only candidates who meet requirements and selected by the Search Committee will be contacted for an interview.