



## Position Description: Internship

### About the job:

IHA is looking for an energetic, responsible intern to join our growing organization. In this position, you will be expected to learn the ins-and-outs of our daily routines and procedures. You will focus on learning how our organization runs and providing support for its growth.

### In this position, you may be responsible for one or more of the following:

- Answer phone inquiries, direct calls, and provide basic company information; oversee mail deliveries, packages, and couriers.
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed.
- Assist in preparing information and research materials; create and maintain PowerPoint presentations.
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files.
- Run general industry related errands.
- Manage database and input information, data, and records.
- Research and gather documentation on company position in the industry.
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms; update company calendars.
- Attend company functions and networking events.
- Shadow multiple office positions and train in a variety of tasks.
- Update and post supervised media a website content; respond to web correspondence, social media posts, and emails.

### You have most of the following:

- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit
- Proficient computer skills, including Microsoft Office Suite, G-Suite
- Must be 18 years of age.
- Self-directed and able to work without supervision.
- Energetic and eager to tackle new projects and ideas.

### Benefits:

- Free snacks, tea, coffee

US work authorization is a prerequisite to employment for this position.

Please submit cover letter and resume in confidence to [jobs@iha.org](mailto:jobs@iha.org), and include "Internship" in the subject line.

### About IHA

The Integrated Healthcare Association (IHA) is a multi-stakeholder leadership group that convenes diverse stakeholders committed to advancing high-quality, affordable, patient-centered care across California and the

nation. IHA works with key industry leadership on performance measurement and improvement, incentives and cross-industry collaborations that drive efficiency.

IHA was established as a statewide association in late 1994 and is governed by a 40-member board of directors from California's leading health plans, physician groups, health systems and hospitals. IHA has a rich history and depth of experience in multi-stakeholder collaboration, performance measurement, and reporting. IHA is a small organization with a strong culture that leads projects with high industry visibility and impact.

### **About the Provider Directory Utility**

Post-ACA, consumers increasingly rely on provider directories to review networks when choosing a health plan, yet health plans have been challenged to provide accurate public provider directories that reflect the various types of providers available through their networks, their qualifications and capabilities and their availability. Longstanding challenges around the accuracy of provider data are magnified by confusion associated with complex and uncoordinated regulatory requirements, quickly changing data and outdated systems and processes.

With a five-year, \$50M investment IHA is launching a new large-scale cross-industry project, focusing on building a next-generation, cloud-based, statewide provider directory utility. The product will offer participating organizations on-demand, accessible and accurate provider directories to support both consumer purchasing decisions, management of network adequacy by healthcare organizations and additional use cases.