Administrative Assistant Internship with Rhode Island Academy of Family Physicians

Social Enterprise Greenhouse is helping to find qualified applicants for our social venture, Rhode Island Academy of Family Physicians. Please see the below for more information, or email talent@segreenhouse.org.

Mission: The Rhode Island Academy of Family Physicians mission is promote the health of the patients, families and communities of Rhode Island by advancing the specialty of family medicine through education and advocacy.

About: The Rhode Island Academy of Family Physicians (RIAFP) is a member of the Rhode Island affiliate of the American Academy of Family Physicians, the largest primary care physician organization in the United States. The organization supports ongoing physician education, works with residents in primary care, and advocates public policies to improve the health care system.

Description of Internship: RIAFP is searching for an Excel savvy Administrative Assistant to work onsite at their Foster, RI headquarters. Successful candidates will have excellent customer service and must be outcome-oriented. The ability to work in a fast-paced environment with strong attention to detail is essential.

Hours per week: 10-15

Qualifications: Must be computer savvy and proficient in Microsoft Word, Excel, and Outlook, must have excellent written and verbal communication skills. The intern must be available 10-15 hours per week. The intern must be flexible with location and the available to work at irregular times.

Compensation: unpaid internship with college credit available

Email talent@segreenhouse.org with your résumé as a PDF to get started in the matchmaking process for this position. Include in the email how you found out about the opening. We will reach out to you with next steps.