

Kaiser Permanente

Opportunity Promise Intern

The Opportunity Promise Intern supports strategies to improve equity in health care delivery through pipeline programs. Strengthens relationships between Kaiser Permanente, community organizations and educational institutions. Leads and supports projects that are related to apprenticeships, externships, volunteerism, and community outreach. May administer surveys and analyze data. Consideration will be given to candidates who are interested in pathways related to healthcare, business administration, human resources, or communications. Demonstrate effective written and verbal communication, ability to analyze data, and project management skills as well as the ability to provide basic clerical support to a project, program or department. Perform various administrative duties including filing, data entry, word processing, preparing routine reports and operating basic office machines.

Essential Responsibilities:

- Files, stores, catalogs, classifies and/or retrieves information for electronic and hard copy files.
- Uses computer to input data, print labels, prepare routine reports and provide basic clerical support.
- Verifies accuracy of reports. May compose routine correspondence (email).
- Operates basic office machines including photocopier, typewriter, document scanner, 10-key and/or fax.
- May answer routine questions via the telephone.

Basic Qualifications:

Experience: N/A

Education: High school graduate OR current high school student.

License, Certification, Registration: N/A

Additional Requirements:

- Communication and organizational skills.
- Basic computer skills.
- Ability to record written data.
- Ability to interface with the public.

Preferred Qualifications:

- One (1) year prior work experience using a computer, operating basic office machines and filing.