ATD Ventures Inc.
23151 Moulton Parkway #103C
Laguna Hills, CA 92653
www.accessiblesouthoc.com

COMPANY DESCRIPTION

There are two internships being offered:

- PR Intern- develop communications & PR Plan, issue press releases, enhance company's social presence, contact media outlets, maintain & develop media lists, assemble press kits, create, prepare companies bio, support company at networking events.
- Health Services/Admin Intern- prepare patient files, conduct patient surveys, answer/return phone calls, patient intake calls, customer service, filing, prepare patient files, and assist with staffing cases. Opportunity to build knowledge and skills in a health services setting with organizational responsibilities ranging from planning and policy analysis to program development and implementation

DUTIES & RESPONSIBILITIES

- Insurance Administration
- Patient Management
- Billing Administration
- Healthcare Marketing
- Staffing and Training
- Business Operations

QUALIFICATIONS & REQUIREMENTS

Interns must be detail oriented, ability to work in a dynamic environment, good standing student with a 3.0GPA, and enjoy daily interactions with clients, office staff, and field employees.

Required Knowledge and Experience:

- Marketing and Business Undergraduate Degrees
- MS Office knowledgeable
- Exposure to Science and/or Healthcare Industries helpful
- Marketing, Communications or Business Administration major

TIME COMMITMENT

These are the periods of time requested by the employer

- 1-term (50-100 hours/10 weeks)
- 2-term (50-100 hours/20 weeks)
- 3-term (50-100 hours/30 weeks)

HOW TO APPLY & DEADLINE

Applicants should then send a resume/cover letter to Mary Jo Matsumoto at adang@ahcglobal.com. Please type “UCI Intern Application: your name” in the subject line.
Marketing & Public Relations

CONTACT INFORMATION

Please note that the internship is unpaid. Course credit will be accredited by enrolling in SocSci197.

For additional information, contact Mary Jo Matsumoto at adang@ahcglobal.com or call 949-859-4772, and visit their website at www.accessiblesouthoc.com.