

Work Study Jobs Announcement

ABC for Health, Inc. is a nonprofit public interest law firm advocating statewide on consumer health care financing and access issues. We seek work-study eligible students for the following positions:

Publications Assistant (1-2) – 10-15 hours per week – \$9 per hour

Assist with administrative tasks related to publications on health care financing and access issues. Duties include gathering and organizing information, data entry, filing, some writing and research tasks, and assembling publications' information and format for review by the Education/Outreach Coordinator. Attention to detail and good organization skills are very important, along with good research and computer skills, ability to work independently, and excellent written communication skills. Knowledge of Adobe InDesign, Adobe Photoshop, and Microsoft Publisher is desired.

Public Relations Assistant (1-2) – 10-15 hours per week – \$9-\$11 per hour

Assist with administrative tasks related to publicity and promoting the public image of ABC for Health, Inc. and its affiliates. Duties include gathering and organizing information, maintaining contact with membership base, communicating with various organizations as they pertain to development activities, managing tasks for the Annual Conference, and maintaining contact lists for members, organizations, and the press. Professional attitude and good organizational skills are important, along with good research and interpersonal skills, ability to work independently, and excellent verbal and written communication skills.

Financial Assistant (1) – 10-15 hours per week – \$9-\$11 per hour

Provide financial and administrative assistance for Administrative Director. Primary duty will be to process bills and payments. Other accounting, administrative, and data entry tasks may also be assigned. Accuracy and attention to detail are a must. Good typing skills and knowledge of Windows-based programs would be helpful, particularly QuickBooks and the Microsoft Office 2003 Suite.

Video/Web Assistant (1-2) – 10-15 hours per week – \$9-\$12 per hour, based on experience

Assist Administrative Director and Education/Outreach Coordinator in filming video web-cast trainings and client stories about difficult encounters with the health care system. Help maintain a website (www.healthwatchwisconsin.org) focused on statewide health care advocacy issues. Other duties include videography, research, writing web content, updating web pages and links, monitoring user inquiries, and developing and tracking use of technical aspects of an online education program. Excellent research skills are required. Advanced knowledge of HTML, CGI scripting, and web page design conventions is also desired. Knowledge of Microsoft Office 2003/2007, Access, SQL Server, and Exchange Server 2003 is helpful.

Legal Intern (up to 3) – 10-15 hours per week – \$11-\$13 per hour

Requires admission to Law School. Provide legal research and writing support for firm attorneys. Other duties include interviewing clients at intake, in addition to some client counseling and investigation of health benefits denials. Legal research and writing experience are desired. Proficiency in Microsoft Word for Windows and a background in health care would be helpful. Ability to speak Spanish and/or Hmong is a plus.

ABC for Health, Inc. offers a flexible workplace, a casual and friendly atmosphere, downtown location (at the intersection of North Bassett Street and West Mifflin Street), and the chance to work for a good cause.

Please send a résumé and cover letter detailing the position(s) you are interested in, your preferred schedule, and the amount of your work study award to reinart@safetyweb.org. If you have any questions, call Ron Reinart at (608) 261-6939 ext. 209 between the hours of 9:00am and 5:00pm, Monday through Friday.

Our address is: **Advocacy and Benefits Counseling for Health, Inc.**
32 North Bassett Street
Madison, WI 53703-2606