

Seeking candidates and referrals for the position of  
**COMMUNITY OUTREACH INTERN**

**Overview**

AIDS Research Alliance (ARA), a non-profit community-based medical research organization, is seeking candidates for the position of Community Outreach Intern. Located in Los Angeles, CA, ARA exists to develop a cure for HIV/AIDS, medical modalities to prevent new infections, and better treatments for those living with HIV.

We are looking for an enthusiastic, self-motivated and out-going person who has demonstrated data entry experience as well as clinical research knowledge. The internship is a part-time temporary position (anticipated at 10 hours/week). A four to six month commitment is required. Monthly stipend is provided.

**Profile of position**

The Community Outreach Intern provides support to the Community Education & Outreach department. This position reports to the Director of Community Education & Outreach.

***Duties include:***

- Inputting and uploading information into Clinical Conductor database
- Updating patient database
- Following-up on bad addresses
- Preparing and distributing physician letters
- Distributing recruitment materials.

**Minimum qualifications**

- Strong database experience
- Prior knowledge of clinical research
- Detail-oriented
- Strong interpersonal relationship skills
- High level of discretion and integrity
- Basic knowledge of HIV
- High level of experience with Excel
- Macintosh computer experience
- Must possess a driver's license, own transportation, and proof of insurance.

**Application**

If interested in applying, please send a cover letter and resume *via* email to [jobs@aidresearch.org](mailto:jobs@aidresearch.org) with "Community Outreach Intern" in the subject line. If interested in referring a potential candidate, please have the candidate send a cover letter and resume *via* email to [jobs@aidresearch.org](mailto:jobs@aidresearch.org) with "Community Outreach Intern" in the subject line. ARA is an Equal Opportunity Employer. No phone