

AFC Summer Clinical Internships (Bilingual) 2025



Overview

Make a difference in the lives of hundreds of low-income uninsured Arlingtonians by joining a vibrant team of nonprofit professionals who strive for excellence. The primary focus of this internship will be assisting the clinical staff with day-to-day operations. At the end of this internship, you will have utilized your Spanish skills interacting with and interpreting for patients, assisted with data collection used for monitoring patient wellness and grants, supported the clinical staff in myriad ways, and worked with the front desk staff.

We're looking for someone who:

- *Likes working with people.* You will work within a close-knit team and assist patients on a regular basis.
- *Has an interest in healthcare.* Pre-med, nursing students, physical science majors, and public/global health majors, for example, have all been great fits for this internship.
- *Has a passion for helping people* and is sensitive to cultural and economic diversity.
- *Is bilingual (Spanish).* You enjoy and are comfortable speaking in both English and Spanish and translating in both directions. Knowledge of medical terminology is not required.
- *Is proactive* and will seek out opportunities to assist and support staff.

Why you'll love it:

- *You'll make a difference.* Arlington Free Clinic cares for 1,600 patients and you'll be part of the process to make that happen.
- *You'll be a valued part of a team.* AFC understands the importance of collaboration and you will be welcomed onboard as part of our team.
- *You'll learn a ton.* In our office everyone pitches in where they are needed. A snapshot of a day might be cleaning up an excel spreadsheet in the morning, interpreting for appointments after lunch, and assisting the front desk with phone calls and pharmacy reception in the afternoon.

Requirements:

- Fluent in Spanish
- Strong written and oral communication skills
- Capable of working independently, but also as a team player
- High-energy and personable
- Proficient in Microsoft Word, Excel and PowerPoint
- Interns are asked to work 2 days a week on a set schedule. At least one day (Tues/Wed/Thurs) will start at 12pm and end at 8pm so they can assist with an evening clinic.
- Mandatory Orientation and "start date" will be 10am-4pm, June 2, 2025
- Must be available to work through August 8, 2025 or further. (We do understand that families take vacations and allow interns to take that time off, within reason.)

Application:

- Send your cover letter and resume to volunteer@arlingtonfreeclinic.org with the subject line "Clinical Internship". Interviews (phone or video call) will take place in February & March of 2025.
- Applicants who are not fluent in Spanish will not receive an interview invitation.
- AFC Summer Interns are eligible for a \$1,000 stipend.