



Patients  Waiting

Diversity in Medicine Conference

Internship

Overview

The Diversity in Medicine Conference Intern will support the planning and execution of the *10th Annual Diversity in Medicine Conference: It Takes a Decade to Make a Doctor*, hosted by Patients R Waiting (PRW) September 23rd through 27th, 2026. This event brings together healthcare professionals, pre-med students, medical students, medical school faculty, and community members to celebrate a decade of supporting students from backgrounds underrepresented in medicine on their journey from the classroom to the bedside.

This internship is ideal for a student passionate about event coordination, health equity, communications, and professional engagement. Working closely with the Director of Conferences and Special Events, Director of Pipeline Programs, and PRW team, the intern will help ensure the conference's success through strong logistical, promotional, and organizational support.

10 hours/week

- Flexible schedule to be jointly created with some evening/weekend availability
- Hybrid with in-person meetings at Patients R Waiting Headquarters at Southern Market 100 S Queen St Suite 208-213, Lancaster, PA

Core Responsibilities:

- Two, 2 hour minimum shifts at PRW Headquarters on Wednesday and Friday afternoons
- Attend weekly Friday, PRW Staff Meetings at 12pm EST to share progress updates

Programmatic Responsibilities:

- Support the coordination of the 10th Annual Diversity in Medicine Conference, including logistics, scheduling, registration, and vendor communication.
- Assist in organizing the conference planning committee made up of pre-med advisors, higher education professionals, medical school faculty, and community members.
- Maintain communication with committee members, schedule meetings, and prepare agendas and notes.
- Assist in the development of conference materials for outreach through social media, email campaigns, and in-person events.

- Prepare event materials such as programs, signage, and attendee guides.
- Provide on-site and virtual support during the conference, including setup, troubleshooting, and attendee engagement.
- Assist with post-event follow-up, including feedback collection and summary reporting.

This role offers hands-on experience in event coordination, stakeholder engagement, and nonprofit operations while contributing to a major celebration of PRW's mission to diversify the medical workforce.

Qualifications

- Excellent organizational and communication skills.
- Strong attention to detail and ability to manage multiple priorities.
- Experience or interest in non-profit work, event planning, higher education, or public health.
- Comfortable engaging with diverse professionals and community leaders.
- Familiarity with Google Suite, Canva, and social media platforms.
- Passion for diversity, equity, and inclusion in healthcare.
- Preferred: Background or majors in Public Health, Pre-Med, Public Health, African American Studies, or a related field.

Application Process

Apply online today at <https://www.patientsrwaiting.com/careers> before the application deadline Nov 30, 2026. Please take the time to craft thoughtful responses. Contact Karisa Augustine, Program Director, at karisa@patientsrwaiting.com for any questions.