AI AUTOMATION & AGENT DEVELOPMENT INTERN
(Claude Workflows & Systems)

About Us

Interact Health PRO (IHP) develops AI-supported operational systems that help coordinate rehabilitation workflows, medical documentation, communication systems, and personal injury recovery processes.

Our organization combines healthcare coordination with AI-powered automation to improve operational efficiency, reduce repetitive administrative tasks, and support structured medical-legal workflows.

We use:

- Claude AI Skills & Routines
- Claude.md workflows
- Airtable systems
- Make.com automation
- AI-supported operational processes

Role Overview

As an AI Automation & Agent Development Intern, you will help design and implement AI-supported workflows that automate operational, administrative, and communication systems across IHP.

You will contribute to systems supporting:

- Client intake workflows
- Rehabilitation coordination
- Administrative automation
- AI-assisted communication systems
- Internal operational processes
- Workflow optimization

This role blends AI operations, automation architecture, systems thinking, and operational workflow design.

Key Responsibilities

AI Workflow Development

- Build structured Claude AI workflows for operational processes
- Support AI-enhanced automation systems
- Create repeatable workflow structures and SOPs
- Improve operational efficiency through automation

AI Agents & Operational Systems

- Develop task-based AI agents for internal support workflows
- Support automation for onboarding, communication, reporting, and tracking systems
- Assist in AI-supported administrative systems design
- Help optimize AI workflow reliability and usability

Automation Infrastructure

- Build workflow automations using Airtable and Make.com
- Create automation triggers and conditional logic structures
- Support workflow testing, debugging, and optimization
- Assist with operational documentation and workflow mapping

Cross-Team Collaboration

- Work closely with Developers, Analysts, Operations, and Project Managers
- Participate in workflow planning meetings
- Contribute ideas for AI-supported operational improvements

AI Integration

AI is the core of this role.

You will actively work with:

- Claude AI Skills & Routines
- Claude.md structured workflow systems
- AI-assisted operational automations
- Prompt engineering workflows
- Airtable automation systems
- Make.com integrations

You will help develop:

- AI-supported onboarding workflows
- AI-assisted task routing

- Intelligent communication workflows
- Operational automation systems
- Structured workflow documentation

Technical Skills

- Airtable
- Make.com
- Workflow mapping
- Process documentation
- Prompt engineering concepts
- AI-assisted productivity tools

Assets

- Automation workflow experience
- API exposure
- Systems operations knowledge
- Project coordination experience

Soft Skills & Professional Traits

- Systems-thinking mindset
- Strong organizational abilities
- Analytical and detail-oriented
- Ability to adapt quickly to new workflows
- Accountability and professionalism
- Strong communication and collaboration skills

Learning Outcomes

- Build real-world AI-supported operational systems
- Learn workflow automation architecture
- Gain hands-on experience with Claude AI workflows
- Develop automation-ready documentation skills
- Participate in startup operations and systems optimization

Why Join Us?

Become part of a 25+ IHP Intern Team and collaborate closely with Web Developers, Full Stack App Developers, AWS Engineers, Business Analysts, IT & Security Networking, Medical-Health, Social Media, Video Editors, and Administrative Groups. Together, we are launching Interact Health PRO's innovative platforms to transform healthcare, patient outcomes, and virtual care technology.

Compensation

- We provide a high-quality learning opportunity so you make a real workplace contribution.
- We ensure you receive adequate supervision and regular guidance while giving you opportunities to learn the job.
- We provide support in developing learning objectives.
- We are prepared to participate in interviews with a Field Education Office Representative.
- We support tracking of your hours worked.
- We are prepared to complete written performance evaluations and reports required by the College or University during and at the end of the work term.
- We will provide Reference Letters upon request or accept telephone reference.
- Candidates who complete the Internship Terms are eligible to apply for part-time to full-time paid positions as they become available.
- Credits for Internship Completion (where applicable through your institution).
- We request a short “Testimonial“ of your experience and what you learned while working with IHP, to post on our website and on Google.

How to Apply

STEP 1 - Complete the IHP SPRING / FALL 2026 Internship Onboarding Form: https://docs.google.com/forms/d/e/1FAIpQLSeQhAmeN2_cfDZ0e4y2zxY1-RK_jMJ-kMQZImGrokGtvP02UQ/viewform

Ensure you use the same form under basic documents to upload:

STEP 2 - Your Cover Letter explaining why you are the best candidate for the Internship Program

STEP 3 - Don’t forget to upload your Resume

STEP 4 - Provide a Link to your LinkedIn profile (if you have one)

Interview Process

- Once all applications are reviewed, candidates that meet all requirements and availability will be considered.
- Candidates will be invited to join a Group Interview will be contacted via email within 48 hours after the interview.
- If selected as our preferred candidate, you will be notified within 24 hours to complete the contract agreements.

Work Environment

- All work will be done online via Zoom.

- Creative work may be used in your personal portfolio, including success stories for future opportunities (respecting confidentiality requirements).

Contact

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