



## **AI PRODUCT & PROJECT MANAGEMENT OPERATIONS INTERN (Agile, Automation & Delivery)**

### **About Us**

Interact Health PRO (IHP) coordinates healthcare workflows, operational systems, rehabilitation processes, and AI-supported project structures that support personal injury recovery systems.

### **Role Overview**

As an AI Product & Project Operations Intern, you will support project coordination, operational planning, workflow tracking, and delivery systems across multidisciplinary teams.

You will help coordinate:

- development projects
- automation systems
- onboarding workflows
- marketing operations
- healthcare operational systems

### **Key Responsibilities**

#### **Project Coordination**

- Support project planning and tracking
- Assist with operational timelines
- Coordinate team communication workflows
- Help organize project documentation

#### **Workflow Operations**

- Support Airtable project systems
- Help optimize operational workflows
- Assist with reporting and task management
- Support cross-team collaboration systems

#### **AI-Supported Operations**

- Use AI-assisted operational planning tools
- Support workflow automations
- Improve task organization systems
- Assist with process optimization

## **AI Integration**

You will work with:

- Claude AI operational workflows
- Airtable project management systems
- Make.com automations
- AI-supported task management tools

AI supports:

- workflow optimization
- reporting
- operational coordination
- process automation

## **Technical Skills**

- Airtable
- Project coordination tools
- Workflow tracking
- Documentation systems
- Communication tools

## **Assets**

- Agile methodology exposure
- Automation systems
- Reporting/dashboard systems

## **Soft Skills & Professional Traits**

- Leadership mindset
- Organizational skills
- Strong communication
- Accountability
- Team collaboration
- Adaptability

## Learning Outcomes

- Gain project operations experience
- Learn AI-supported coordination systems
- Support multidisciplinary operational workflows
- Develop leadership and communication skills

## 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?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSeQhAmeN2_cfDZ0e4y2zxY1-RK_jMJ-kMQZImGroKgtvP02UQ/viewform?usp=header)

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**

Lucie Porter

lucie@InteractHealthPRO.com

416.303.3788

[www.InteractHealthPRO.com](http://www.InteractHealthPRO.com)