



CLI Summer Intern Internship Application

Job Type: Internship

Time Commitment: 15-20 hours per week

Work Location: Brooklyn, NY (In-Person preferred, Remote option available)

Description: The *Completed Life Initiative* (“CLI”) was founded in 2019 in an effort to advocate for self-determination at the end of life, exploring what it means to have lived a “completed life,” and how to preserve dignity and personal autonomy at the very end. In the past year, CLI has grown a community to include a listserv comprising 1500+ individuals. For 2022, CLI plans to host many interactive webinar events, further develop our extensive network of partner organizations, and improve our website’s tools and resources.

To help in these endeavors, we are looking for a **Summer Intern** to contribute to and support the expansion of CLI’s educational efforts. The intern must be a passionate and proactive self-starter, who is disciplined and motivated to work independently given flexible work hours, with tight turnaround times and time-sensitive deadlines. The intern will demonstrate honesty, punctuality, a cooperative and collaborative attitude, and a willingness to learn.

The internship will involve:

- Researching end-of-life care policy in the US and around the world and writing reports as needed
- Active collaboration with CLI’s Program Director and other team members to develop, plan and strategize improvements to CLI’s educational resources, including expanding the interactive MAID map on CLI’s website
- Assisting CLI office staff by providing supplemental research, analysis, and administrative support
- Weekly check-in meetings with CLI’s Program Director

Requirements:

- Recent 4-year college graduate or current graduate student
- Experience with working in non-profit environment
- Strong research, analytical, and communication skills
- Highly developed writing skills with the ability to produce written copy quickly
- Willingness to learn, collaborate with colleagues, and respond within 1 business day to task delegation and task management in Asana
- Willingness to familiarize yourself with CLI’s existing and expanding content library

Additional Qualifications:

- An interest in end-of-life options, bioethics, death and dying, law, and/or philosophy
- Knowledge of healthcare legislation and implementation
- Experience with policy analysis and writing and a demonstrated interest in learning how to read and interpret statutes



CLI Summer Internship – Summer 2022

By completing this form, you acknowledge that you are either a recent college graduate or current graduate student. Please take a moment to carefully complete the following application to the best of your ability.

Once you have completed this questionnaire, please save the document as “**Completed Life Initiative_Summer Internship_YOUR NAME.doc**” and email it, along with your most updated CV/Resume, to info@completedlife.org.

REQUIRED: Please format the email subject header as “**APPLICATION – Summer Internship.**”

Name:

Alma Mater:

Email:

Timezone:

Phone number:

Date of Birth:

Pronouns:

Why are you interested in becoming a CLI Summer Intern?

Answer:

How familiar are you with how healthcare policy is legislated and implemented?

Answer:

Describe your experience and comfort level with researching and writing reports on an unfamiliar topic?

Answer:



At Completed Life, new projects arise continuously, where quick turnaround times are critical to keep organizational programs running seamlessly. Describe how you prioritize your time in response to a deadline.

Answer:

Describe how you manage your time and stay organized.

Answer:

What's one thing we should know about you that we might not be able to glean from your CV/resumé?

Answer: