



Patient Planning Services, Inc.



CANCER SUPPORT COMMUNITY

A Global Network of Education and Hope

BUSINESS ANALYST INTERNSHIP (PAID)

Patient Planning Services (PPS), an independent, for-profit company created by the Cancer Support Community (CSC), is dedicated to ensuring comprehensive, quality care for patients with chronic and/or debilitating illness. PPS is currently offering a paid internship to an organized, detail-oriented individual with experience or studies in business, finance, accounting, economics, or other related field.

Through this internship you will gain valuable insight on the business side of health care and learn relevant skills in a variety of accounting, software, marketing and client management functions. The ideal candidate for this position is a self-starter with strong technical and organizational skills in addition to excellent written and verbal communication skills in a professional environment.

Job Responsibilities:

- Provide support to the accounting, sales, marketing and product development teams
- Communicate with internal and external decision-makers
- Interface with hospital Accounts Payable departments to confirm payments of invoices
- Review new and existing contracts to make sure that the terms are correct
- Develop marketing collateral
- Other duties as assigned

Required/Preferred Qualifications:

- Proficient in Microsoft Office applications
- Strong analytical and problem-solving skills
- Meticulous attention to detail
- Excellent communications and interpersonal skills
- Quick learner capable of taking on a variety of responsibilities
- Ability to conduct all work in an ethical, honest and professional manner
- Ability to effectively handle multiple projects simultaneously in a deadline driven environment

Hours: 10 hours per week (flexible hours between 9 a.m. - 5 p.m., Monday – Friday)

Salary: \$10.00/hour

Location: Cancer Support Community – 734 15th St, NW, Ste 300, Washington, DC 20005

Contact:

Please email an original cover letter and resume to info@patientplanningservices.com. In your cover letter, please tell us why you are interested in this internship opportunity and include your qualifications, start date and weekly availability.

About Patient Planning Services and the Cancer Support Community:

Patient Planning Services (PPS), an independent company created by the Cancer Support Community (CSC), is dedicated to ensuring comprehensive, quality care for patients with chronic and/or debilitating illness. PPS works with patients, health care providers and community organizations to provide education, tools and support that are backed by a team of researchers and that utilize the latest technologies.

The Cancer Support Community (CSC) is the largest nonprofit employer of oncology mental health professionals in the United States. CSC's mission is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community. CSC is the leader in providing evidence-based support, education and hope to patients and their families affected by any type of cancer. For more information, please visit www.CancerSupportCommunity.org.