



5500 Cherokee Avenue, Suite 105  
Alexandria, Virginia 22312

**Title:** *Healthcare Leadership Intern*

**Location:** Alexandria, Virginia

**Hours of Work:** 40 hours

**Category:** Internship

**FLSA Status:** Non-Exempt

**Salary/Grade Level:** TBD

**Date Approved:** Summer 2016

**Reports to (Supervises/Liaison):** President and Vice President

---

**INTERNSHIP SUMMARY**

This internship is offered through the Goldbelt, Incorporated 8(a) subsidiary Goldbelt Frontier, LLC. It will be based out of the subsidiary's office in Alexandria, Virginia. The internship is offered as a career development opportunity to Goldbelt shareholders and descendants. The internship will provide an opportunity to explore the field of healthcare business development for government contracting opportunities.

Under the supervision of the Executive team, Intern will work in close collaboration with government contracting professionals in a dynamic work-environment where the intern's business development skills will be enhanced. Intern will work and assist in a variety of assignments including, but not limited to:

- Participate in business development, strategy development, and proposal development meetings with the Executive team;
- Develop marketing strategy and material to further Goldbelt Frontier's reputation as a premier healthcare company;
- Assist the mechanics, logistics, and day-to-day administrative aspects of contract and proposal management;
- Maintaining and updating the Goldbelt Frontier opportunity pipeline throughout the Capture management cycle;
- Helping team to identify opportunities, develop win strategy; develop capture plans; and manage pipeline.
- Gather intelligence on businesses also working in Frontier's primary space
- Assist in the pre-proposal search for candidates (working with HR/Recruiting)
- Manager non-disclosure agreements and SharePoint/Shared Drive

Major internship project will be to conduct market research and develop a comprehensive marketing plan to help establish Goldbelt Frontier as a viable healthcare solution. Research will cover the current competitive markets for physical and behavior healthcare. Final product will be a strategy road map to be used by Goldbelt Frontier for penetrating the different sectors of the healthcare market.

**NECESSARY SKILLS AND KNOWLEDGE**

- Excellent communication skills, both written and oral;
- Excellent computer skills with proficiency in Microsoft Office Suite and ability to learn other software programs quickly;

(Healthcare Leadership Intern—continued)

- Excellent organization skills with the ability to manage multiple priorities and assignments;
- Ability to think strategically while gathering and analyzing information;
- Flexibility and motivation to work independently and within a team.

**MINIMUM QUALIFICATIONS (education, experience, skills)**

- Eligible for participation in Goldbelt's Career Development Program;
- Working towards an Associate's, Bachelor's, or graduate degree in Business, Management, Accounting, Healthcare Administration, Behavioral Health, Marketing or a related field;
- Should be available to work out of Goldbelt Frontier's Alexandria, Virginia office for a minimum of 12 weeks.