



ADMINISTRATIVE & FRONT DESK PAID INTERN POSITION

Mohari is a medium size, yet intimate eastern medical facility & community wellness center in the Uptown of Oakland. We specialize in acupuncture, massage therapy, eastern nutrition, and herbal medicines that include exotic teas & elixirs. We also host workshops such as Sound Healing, Continuing Education, Ecstatic Practices and more.

We are looking for 3 interns who will support our practitioners while maintaining clinic and shop operations. You will learn how to operate a CRM and our patient health software (practice management). The ideal candidates are highly receptive to direction as well as bring their own professional experience to provide best-in-class client services. The long term goal is to elevate one of our interns to a management position, while enriching and immersing all of our interns in our practice management system.

SCOPE OF WORK

PRIMARY– Running our clinic systems in supporting:

- Scheduling clients for treatments or workshops
- Rebooking clientele
- Being present, pleasant and prepared
- Maintaining patient profiles
- Welcoming & greeting guests/clients and orienting them to the space & offerings
- Invoicing & payments
- Preparation of the space: cleaning, supplies, room setup, tea, music, modeling the vibe
- General, daily cleaning: dusting, sweeping, vacuuming, restocking, etc.
- Monitoring supply levels and letting the manager know of any needed supplies
- Adhering to Mohari administrative processes & protocols

SECONDARY

- Sending letters
- Street marketing: posting & disseminating flyers and posters
- Promoting Mohari classes, workshops & events to the larger community
- Representing Mohari at special events on & off-site
- Outreach to clientele (phone calls, newsletters, etc.)

- Social Media
- Online sales support
- Tea sampling
- Sales and product education

QUALIFICATIONS

- Healthy, positive team player that is passionate about wellness
- Dynamic, vibrant, professional, and smart
- Someone who brings their personal style to their work and community
- Someone eager to learn
- Experience with administrative software.
 - *Knowledge of electronic health records systems is a bonus
- Highly organized
- Ability to build rapport with patients/patrons
- Ability to follow HIPPA policies and procedures, including 100% confidentiality for all patient information
- Someone with their own defined wellness and healthy living regiment
- Teachable with a desire to grow
- Open-hearted

Location: On-site at 9 Grand Ave, some travel to events & area businesses

Hours: 12-28 hours/week

Honorarium: \$13.50/hour

Reports to: Dr. Varlack, Gabriel Varlack and senior practitioners.

Email cover letter, resume and references to info@Mohari.Life.