



# Community-Campus Partnerships for Health

Promoting Health Equity and Social Justice

**Community-Campus Partnerships for Health Call for Interns 2018-2019**  
**APPLICATION SUBMISSION DEADLINE: February 19, 2018**

## **Programs Intern**

This position provides a broad understanding of the programs and operations of an international nonprofit. We seek a self-motivated intern with an interest in community based work, policy, programs management, financial operations, manuscript development, and evaluation. This individual should also be interested in gaining exposure to the operations of an international, forward-thinking, fast-paced organization. Candidates must be able to fulfill the following responsibilities remotely from a virtual office. The schedule is flexible.

**Duration:** CCPH requests a commitment of **no less than three months**. A longer duration can be negotiated.

The intern will report to the Programs Assistant.

## **Responsibilities:**

The intern will assist in planning the following events/projects:

- ✓ Project focused on enhancing culturally appropriate research
- ✓ National conference focused on community review board processes
- ✓ Data analysis and evaluation
- ✓ Developing manuscripts and white papers
- ✓ Working with a national leadership training program

The intern will also assist in updating CCPH educational products.

## **Requirements:**

- The ability to work collaboratively with a team
- Excellent oral and written communication skills
- Proficient in Microsoft Word, Excel, and PowerPoint, and Adobe Acrobat
- Basic understanding of qualitative and quantitative research methods
- Competence with the tools and methods for literature and web-based information searches
- Strong writing and organizational skills and
- An ability to prioritize work and complete tasks with quick turnaround times

**Preferred Education Background:** Public Health, Social Work, Nonprofit Management, Public Administration, or related field

**To apply:** Please email your resume and a cover letter describing your interest and relevant experience, and a brief (no more than 5 pages) writing sample (course paper sample or another developed product) to [ccph.pa@gmail.com](mailto:ccph.pa@gmail.com)

## Community-Campus Partnerships for Health Call for Interns 2018-2019

### Social Justice Intern

We seek a self-motivated intern with an interest in community based work, policy, systems change, dismantling structural inequalities, program management, conducting literature reviews, and assisting with research reports. This individual should also be interested in gaining exposure to the operations of an international, forward-thinking, fast-paced organization. Candidates must be able to fulfill the following responsibilities remotely from a virtual office. The work schedule is highly flexible.

**Duration:** CCPH requests a commitment of **no less than three months**. A longer duration can be negotiated.

The intern will report to the Executive Director and Programs Assistant.

### **Responsibilities:**

The intern will assist in planning 2018 activities associated with CCPH's initiatives associated with dismantling structural inequalities which will include the following:

- ✓ Facilitate general organizational activities associated with structural inequality training intensives.
- ✓ Develop reports or similar product to document the intersectionality of structural inequality and health.
- ✓ Develop structural inequality resource section for website

### **Requirements:**

- The ability to work collaboratively with a team
- Excellent oral and written communication skills
- Proficient in Microsoft Word, Excel, and PowerPoint, and Adobe Acrobat
- Basic understanding of qualitative and quantitative research methods
- Competence with the tools and methods for literature and web-based information searches
- Strong writing and organizational skills and
- An ability to prioritize work and complete tasks with quick turnaround times

**Preferred Education Background:** Public Health, Social Work, Human Relations, Sociology, or related field

**To apply:** Please email your resume and a cover letter describing your interest and relevant experience, and a brief (no more than 5 pages) writing sample (course paper sample or another developed product) to [ccph.pa@gmail.com](mailto:ccph.pa@gmail.com)

## Community-Campus Partnerships for Health Call for Interns 2018-2019

### Social Media Intern

We seek a self-motivated intern with interest in marketing, communications or a related field, understanding of the digital media landscape, including various social media websites who are interested in gaining exposure to the operations of an international, forward-thinking, fast-paced organization. The organization recently unveiled a new website. The intern hired for this position will need strong critical thinking skills in order to integrate into our vibrant and passionate team who are very excited to assist with management of this website and other social media related endeavors. Candidates must be able to fulfill the following responsibilities remotely from a virtual office. The work schedule is highly flexible.

**Duration:** CCPH requests a commitment of **no less than three months**. A longer duration can be negotiated. This intern will report to the Executive Director.

### **Responsibilities:**

- ✓ Contribute to website management and assist with the development of content
- ✓ Monitor and post blogs, forums and social networks
- ✓ Conduct online outreach and promotion using Facebook, LinkedIn, Twitter and other platforms
- ✓ Optimize website content and social media use

### **Requirements:**

- Excellent oral and written communication skills
- Working knowledge of Facebook, Twitter, Instagram, YouTube, and Google+
- Proficient in Microsoft Word, Excel, and PowerPoint, and Adobe Acrobat
- Interest in social media analytics, including Google Analytics and Facebook Insights
- Basic knowledge of Photoshop

### **Skills:**

- Proven written communication skills, and a passion for writing both short and long copy
- Excellent verbal and email communications skills
- Excellent attention to detail and a high motivation to learn
- An ability to prioritize work and complete tasks with quick turnaround times and;
- The ability to work collaboratively with a team

**Preferred Education Background:** Marketing, Business, Communications, Public Relations, Health Administration, or related field

**To apply:** Please email your resume and a cover letter describing your interest and relevant experience, and a brief (no more than 5 pages) social media sample (sample of products and materials that you have developed-videos or website links) to [ccph.pa@gmail.com](mailto:ccph.pa@gmail.com)