



## **Health Promotion & Chronic Disease Prevention Summer Internship**

**DESCRIPTION:** Seasonal Intern, Health Promotion & Chronic Disease Prevention Department

### **FUNCTION**

Under the direct supervision of the Health Promotion and Chronic Disease Prevention Director and Program Manager, is responsible for fieldwork in one or more health education programs; performs other related duties as assigned.

### **JOB DUTIES**

1. Prepares statistics for Health Promotion & Chronic Disease Prevention Department.
2. Conducts periodic surveys as assigned; identifies trends and concerns.
3. Ability to interact effectively with partnering individuals and agencies in the community-at-large.
4. Assist with communication and public information duties by preparing and maintaining newsletters, media releases, social media/website posts, and educational materials.
5. Proficient in developing messages and designing printed materials.
6. Assist with evaluation of current programs and initiatives of the division.
7. Present to the health department staff, at the end of the internship, on work conducted, experiences, and other highlights.
8. Other duties as assigned.

### **MAJOR WORK CHARACTERISTICS**

Excellent writing skills required. Knowledge of health education methods, public health, marketing, social media. Ability to follow instructions, obtain valid Ohio motor vehicle operator's license; work with the public; define problems; collect and analyze data; communicate in written and oral form; prepare concise and accurate reports, work with many variables and determine specific actions.

### **UNUSUAL WORKING CONDITIONS**

Requires travel; some early morning, evening, and weekend assignments may be required.

### **MINIMUM CLASS REQUIREMENT (including license, if any.)**

Completion of secondary education, or equivalent; must possess valid Ohio driver's license; must possess current state minimum automobile liability coverage.

**SALARY: \$11.00/hour**

**HOW TO APPLY:** Interested candidates may upload their resume and letter of interest at <https://employment.loraincountyhealth.com/> (Resumes will be accepted until all positions are filled.)

Equal Opportunity Employer M/F