

## **Job Summary:**

The Public Health Intern will support Black Women's Mental Health in various aspects of public health initiatives and projects. This internship provides a valuable opportunity for students or recent graduates to gain hands-on experience in the field of public health, contribute to meaningful projects, and develop essential skills in research, data analysis, program implementation, and community outreach.

## **Key Responsibilities:**

1. **Research and Analysis:**
  - Conduct literature reviews and gather relevant data on public health topics.
  - Analyze health trends, statistical data, and research findings.
2. **Program Support:**
  - Assist in the planning, implementation, and evaluation of public health programs.
  - Collaborate with team members to ensure effective program delivery.
3. **Community Outreach:**
  - Engage with community members to raise awareness about public health initiatives.
  - Assist in organizing and participating in community events and health fairs.
4. **Data Management:**
  - Collect, organize, and maintain data related to public health programs.
  - Assist in data entry, cleaning, and analysis using relevant software tools.
5. **Policy Support:**
  - Stay informed about current public health policies and regulations.
  - Assist in researching policy implications and providing recommendations.
6. **Communication:**
  - Draft reports, presentations, and communication materials for internal and external audiences.
  - Contribute to social media and other communication channels to promote public health messages.
7. **Administrative Tasks:**
  - Provide general administrative support to the public health team.
  - Schedule meetings, assist in preparing materials, and manage documentation.
8. **Professional Development:**
  - Attend relevant workshops, training sessions, and conferences.

- Participate in team meetings and contribute ideas and insights.

### **Qualifications:**

- Currently enrolled in or recent graduate of a public health, health promotion, or related program.
- Strong interest in public health and a commitment to improving community well-being.
- Excellent research and analytical skills.
- Proficient in Microsoft Office Suite and other relevant software tools.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively within a team.
- Detail-oriented with strong organizational and time management skills.

### **Benefits:**

- Hands-on experience in the field of public health.
- Networking opportunities with professionals in the public health sector.
- Exposure to diverse public health projects and initiatives.
- Professional development and mentorship opportunities.