

Please complete the template below. Highlighted text is instruction for preceptors and will be removed before publishing

Internship Title: Communications Intern			
Internship Location: Virtual, with the opportunity for hybrid work (Austin)		Preceptor Name and Title: Joey Joseph, Project Manager	
Brief Description			
<p>The intern will perform activities to support the Community Conversations on Health grant, a grant from the CDC to work with communities facing health disparities across Texas to understand community needs and priorities, build cross-sector partnerships, and leverage community resources and expertise to co-create solutions or interventions to reduce health disparities. The intern will work with the Office of Public Health Policy to (OBJECTIVE 1) apply evidence-based health communications strategies to the development of marketing materials communicating the impact of a statewide health disparities grant. The intern will also (OBJECTIVE 2) contribute to the design and execution of a SharePoint website to promote health policy resources. Lastly, the intern will (OBJECTIVE 3) Develop grant communication materials to contractors of diverse communities and backgrounds. This internship is a great opportunity to learn about health disparities and community engagement and systems thinking approaches to addressing health disparities.</p>			
Approximate Total Weekly Hours: 10-20	Paid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DSHS Division: Center for Public Health Policy and Practice	Program: Office of Public Health Policy (OPHP)

Disciplines of Public Health

<input type="checkbox"/> Biostatistics/Data Analytics	<input type="checkbox"/> Epidemiology	<input checked="" type="checkbox"/> Health Promotion
<input checked="" type="checkbox"/> Health Communication	<input checked="" type="checkbox"/> Program Planning	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Research	<input checked="" type="checkbox"/> Program Evaluation
<input type="checkbox"/> Policy Analysis and Development	<input type="checkbox"/> Other: Click or tap here to enter text.	

Internship Details

Intern Activities
<ul style="list-style-type: none"> • Contribute to the development of a SharePoint site for the Office of Public Health Policy. This site will share resources and information about the office. • Design marketing materials to promote community successes that occur due to the Community Conversations on Health (CCOH) grant.

- Design presentations, flyers, and other communication resources to share with CCOH contractors as needed.
- Maintain and promote the grant contractors Bulletin Board, a communication tool for contractors to share resources and best practices with each other.
- Begin planning the design and execution of a grant newsletter to communicate back progress and successes to contractors and community members across the state.

Intern Deliverables

- SharePoint website for the Office of Public Health Policy.
- Grant success story marketing materials.
- Communications materials for grant contractors.
- Project plan for the development and distribution of CCOH newsletter.

As part of an end-of-semester celebration of the interns, the intern will give a brief PowerPoint or poster presentation of their project and experience to an audience of DSHS staff and university partners.

Applicant Qualifications

Required	Skill
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Word <input type="checkbox"/> Excel <input checked="" type="checkbox"/> PowerPoint
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications
	Academic Level Bachelor’s level student with education in public health, communications, marketing, public relations, or related field.
	Any other skills required (soft or technical) Ability to communicate well with team members; Ability to work on a team and independently; Ability to meet deadlines; Ability to work with Microsoft Publisher, Canva, and/or any other graphic design software.
Preferred	Skill
	<input type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint
	<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)
	<input type="checkbox"/> Tableau or similar applications
	<input type="checkbox"/> Other software applications Click or tap here to enter text.

	Academic Level Master's level student
	Any other skills required (soft or technical) Click or tap here to enter text.

Application Instructions

Qualified and interested applicants must submit the following items to the contact below:

<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> Letter of Interest	<input type="checkbox"/> Two letters of recommendation Instructions: Letters from current or former supervisor or faculty members (in lieu of reference checks).
<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample	<input type="checkbox"/> Other documents: Click or tap here to enter text.

Contact Information

Contact Name and Information	Name: Craig Gilden Credentials: MEd Title: Education Coordinator Email: internships@dshs.texas.gov
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