

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

<b>Internship Title:</b> TB Support Non-Profit Development Intern			
<b>Internship Location:</b> (Please also indicate if the internship is offered In-Person only, Virtual only, or either In-Person or Virtual) <b>601 W. Sesame Dr., Harlingen TX 78526 (This internship opportunity is offered in-person only.)</b>		<b>Preceptor Name and Title:</b> Mauro Ruiz, Public Health Region 11, Communicable Disease Manager	
<b>Brief Description</b> Include minimum of 3 learning objectives			
This internship opportunity is designed for a graduate-level student in public health, social work, or public administration to research and map out the requirements for establishing a nonprofit organization dedicated to Tuberculosis (TB) treatment wrap-around services. The learning objectives: 1. Conduct a needs assessment, then draft a logic model outlining program goals, target populations, and measurable health outcomes; 2. Draft key foundational documents, such as a mission statement, a basic bylaws outline, and a 1-year strategic roadmap for initial board recruitment and community partnerships; 3. Identify at least three viable funding sources or grant opportunities, and draft a foundational grant proposal for support to be used for donor outreach.			
<b>Approximate Total Weekly Hours:</b> <b>10-20 hours per week</b>	<b>Paid:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DSHS Division:</b> Regional & Local Health Operations (RLHO)	<b>Program:</b> Communicable Disease

**Disciplines of Public Health** (Check all that apply)

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

**Internship Details**

<b>Intern Activities</b> What will the intern do during their internship? Use verbs to describe activities.
<ul style="list-style-type: none"> <li>Needs Assessment &amp; Gap Analysis: Interview TB case managers and patients to identify barriers to treatment completion (e.g., missed appointments due to lack of transportation or food insecurity). Map existing resources in the community and identify gaps in support services.</li> </ul>

- Legal & Structural Feasibility Study: Identify the steps for filing Articles of Incorporation and obtaining 501(c)(3) status. Research state/local regulations for nonprofit healthcare organizations. Draft preliminary Bylaws and identify necessary governance structures
- Financial & Sustainability Plan: Research potential grant opportunities, philanthropic partners, and corporate sponsors focused on public health or TB. Develop a preliminary operating budget for the first 12 months.
- Click or tap here to enter text.  
Click or tap here to enter text.

**Intern Deliverables** (at least one)

What will the intern produce or complete at the end of the internship?

- **A "Nonprofit Feasibility and Operational Roadmap" report, presented to the TB Program Nurse Manager and Regional Medical Director.**

**Applicant Qualifications**

Please check the box for each skill that you would require or prefer the candidate to have. Please add skills not listed under 'any other skills required/preferred'

<b>Required</b>	<b>Skill</b> (check all that apply)
	<input checked="" type="checkbox"/> Microsoft Office: <input checked="" type="checkbox"/> Word <input checked="" 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 Undergraduate degree in public health, social work, or public administration.
Any other skills required (soft or technical) Click or tap here to enter text.	
<b>Preferred</b>	<b>Skill</b> (check all that apply)
	<input type="checkbox"/> Microsoft Office: <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 Current graduate student in public health, social work, or public administration.

	Any other skills required (soft or technical) Detail oriented.
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**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"/> <b>Two letters of recommendation</b> 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: <a href="#">Click or tap here to enter text.</a>

**Contact Information**

<b>Contact Name and Information</b>	Name: <b>Shannon Sullivan</b> Credentials: MSSW, MPH, RD, LD Title: Residency and Internship Coordinator Email: internships@dshs.texas.gov
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