



POSITION DESCRIPTION: Program & Communications Intern

IMMEDIATE SUPERVISOR: Program Manager

SALARY: \$1500/month

SCHEDULE: 30 hours/week M-F 9-3:30pm

DURATION: Commitment of at least 12 weeks January – May 2011

SUMMARY: The Program & Communications Intern will assist the Program Unit (PU) in all program related activities such as: training program logistics, Faculty Development Seminar, Bi-annual Newsletter, quarterly eNewsFlash, and website content updates and other duties as assigned.

DUTIES AND RESPONSIBILITIES:

TRAINING PROGRAMS 50%:

- Assist in filing, record keeping, and updating database for all program activities
- Assist with the development and implementation of HSHPS Training Programs
- Maintains PU's logistical calendar
- Assist in writing progress reports, meeting minutes, evaluation summaries for programs, and document lessons learned
- Assist in gathering materials for orientation sessions, site visits, and closing sessions for programs
- Assist in gathering materials for the faculty development seminars, career fairs, partner meetings, capitol hill briefings, and other events
- Establish and maintain process for the identification, preparation, tracking and communication with program participants

CULTURAL COMPETENCY 30%

- Develop cultural competency page on website

MARKETING AND COMMUNICATION 20%:

- Assemble and mail ID Kits to new partners and members
- Send eNewsFlash preference cards and update contact list based on the information provided
- Conduct research for grant opportunities, Hispanic health issues, and information for Newsletter and eNewsFlash
- Assist in the creation of brochures about Hispanic Health issues

QUALIFICATIONS:

REQUIRED:

- Must be at least a senior in college and have a degree in Business Administration, International Relations/Global Studies, Project Management, Nursing, or Public Health
- At least a level English S-4 Full Professional Proficiency according to the ILR Scale (for more information go to: <http://www.sil.org/lingualinks/languagelearning/mangngyrlngglrnngprgrm/TheILRFSIProficiencyScale.htm>)
- At least a level Spanish S-2 Limited Working Proficiency according to the ILR Scale (for more information go to: <http://www.sil.org/lingualinks/languagelearning/mangngyrlngglrnngprgrm/TheILRFSIProficiencyScale.htm>)
- Proficiency in Mac Computer, MS Office (Word, Excel, PowerPoint), Microsoft Outlook, and Google Applications
- Ability to handle multiple tasks and prioritize assignments
- Must have excellent organization skills and detail oriented
- Ability to think of alternate and unconventional solutions
- Ability to work effectively both under pressure and without close supervision
- Professional and friendly attitude toward work, staff, and visitors
- Demonstrate strong written and oral communication skills
- Demonstrate flexibility to switch to different priorities
- Flexible schedule
- Demonstrated ability to make timely and effective decisions

PREFERRED:

- Demonstrated ability to implement program vision & organizational goals, priorities, and values
- Demonstrated ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the mission and goals of the organization
- Experience with non-profit organizations and program administration with a focus on medical and/or public health programs

- College Degree in Business Administration, International Relations/Global Studies, Project Management, Nursing, or Public Health
- Spanish proficiency
- Knowledgeable about Hispanic population and Hispanic health issues

HOW TO APPLY:

Send cover letter and resume to:

Hshps@hshps.org

A one-page writing sample and three professional references will be needed in second interview.

Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.