



## **Internship Opportunities at SOPHE**

**Duration:** Approximately 14 weeks between January–April, May–August, or September–December (or combination thereof). To maximize learning opportunities, full-time is preferred.

**Intern Duties May Include:** SOPHE interns can expect to work on a variety of projects and tasks pertinent to SOPHE’s mission but similar to other non-profit voluntary organizations. Among these are advocacy, program planning, communications planning/outreach, research, conference planning, fundraising, chapter development, administrative responsibilities/data entry. Upon interviewing, a scope of work and activity is tailored to each intern’s expertise and pertinent to SOPHE’s needs. SOPHE interns will have the opportunity to develop a project in conjunction with SOPHE staff that they will create and complete during their internship. Activities may include:

- Policy and Media Advocacy
- Program Planning & Communications
- Health Education Research
- SOPHE Professional Meetings
- Other

### **Sample Past Intern Projects**

- Conducting seminal research on MPH programs in community health education, including web based survey and obtaining IRB review; preparation of article for publication.
- Development of tool kit, communications plan and evaluation, and liaison w/ other groups for National Health Education Week; preparation and presentation of Poster at SOPHE Annual Meeting.
- Assisting with research to develop a database of employers for a study of the impact of health education credentialing; development and presentation of a Poster at SOPHE Annual Meeting.
- Development of SOPHE resolution on handgun violence and establishment of SOPHE partnership to various organizations; presentation to SOPHE Board; development of resolution implementation plan.
- Interviewing SOPHE past presidents and development of 50<sup>th</sup> Anniversary booklet w/ past president reflections.
- Assisting with grant writing, proposal development.

### **Intern Perks Include:**

- ✓ The intern may have the opportunity to attend health-related hearings and briefings.
- ✓ The intern will have valuable opportunities to interact and network with other leaders and members in the SOPHE, health education, and public health communities.
- ✓ The intern will have an opportunity to gain valuable work experience in a professional office environment, with potential for letters of recommendation/commendation.
- ✓ The intern will receive the opportunity to see how: a non-profit membership organization is operated, governed, and managed; staff interact and contribute to the organization; professional continuing education is planned, managed, and evaluated; coalitions are developed

and nurtured; advocacy efforts are planned and implemented; chapters are supported; and other experiences pertinent to advanced competencies of health education professionals and working in a business environment.

- ✓ Modest stipend (up to \$1500), dependent on length of commitment.

Qualifications and Prior Experience: Qualified applicants should be pursuing a bachelor's or a graduate degree in public health, health education, community health, health promotion, preventive medicine, or a related discipline, and have completed two or more years of coursework with a 3.0 GPA or above. Course work in health education/behavioral theory, multicultural communications, program planning, advocacy and policy/environmental approaches to improving health and other health education competencies is preferred. Knowledge/interest preferred in tobacco prevention and control; physical activity; women's health; environmental health and environmental justice; diabetes; obesity and nutrition; heart disease and stroke; cancer; school health; tobacco; and eliminating health disparities.

The ideal candidate will be to work with minimal supervision; have excellent oral, written, and interpersonal communication skills; attention to detail; reliable and prompt; able to commit to a regular schedule; able to deal tactfully with a variety of personalities; and able to work in a team environment. Demonstrate strong organizational skills, with ability to prioritize and manage multiple tasks and responsibilities. Required: Microsoft® Office programs including Word, Excel and Access. Internet research and database management experience preferable. Highly motivated, self-starter.

Office Location: 10 G St, NE Suite 605 Washington, DC 20002. SOPHE is located in Northeast Washington, DC, and 5 minutes from Capitol Hill. The office is conveniently located at Union Station, which is a transportation hub for Metro's (subway) Red Line as well as MARC Camden/Penn lines and VRE Commuter Lines.

**Deadlines:**

| <b>Desired Internship Dates</b> | <b>Application Due Date</b> |
|---------------------------------|-----------------------------|
| January – April                 | November 3                  |
| May – August                    | March 23                    |
| September – December            | July 6                      |

**How to Apply:** Submit resume, cover letter addressing your experience in health education and health promotion, a personal statement (including why you are interested in an internship experience with SOPHE and what your personal objectives for such an experience might be), and names of 3 references to: SOPHE, 10 G Street, NE, Suite 605, Washington, DC 20002. Fax: 202/408-9815. Or e-mail Nicolette Warren at: [nwarren@sophe.org](mailto:nwarren@sophe.org).