

Internship Title: Public Health Communications & Development Intern			
Internship Location: 2303 SE Military, San Antonio TX 78223 In Person		Preceptor Name and Title: Christina Prieto, Community Relations	
Brief Description			
The Communications & Development Intern will work with the Community Relations team to develop the 501c3 Volunteer Services Council (VSC) utilizing marketing and communication skills, the development of a VSC website, and the development of a marketing strategy for volunteer recruitment/engagement. The intern will have the opportunity to gain skills in the following areas: Communication with internal and external audiences, program development, and digital marketing. This internship is a great opportunity to learn about Tuberculosis, health disparities within the patient population, and marketing/communication for newly developed 501c3's and volunteer programs.			
Approximate Total Weekly Hours: 20-30 hours negotiable	Paid: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DSHS Division: Regional Local Health Operations	Program: Texas Center for Infectious Disease

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"> • Design presentations, flyers, and other communication resources to share with internal and external stakeholders including volunteer services council (VSC) and their potential donors, and patients and staff. • Collaborate with staff on new ideas, directions and tools for marketing and communications • Assist with planning, writing, and distributing e-blasts to VSC contacts and volunteers
Intern Deliverables
Marketing and communication materials

- Eblast templates and distribution

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 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 checked="" type="checkbox"/> Other software applications
	Academic Level Bachelor's level student with education in public health, communications/marketing, or related field
Any other skills required (soft or technical) Ability to work independently and meet deadlines, ability to communicate well with team members, experience working with the community (volunteer/community service experience), experience with Microsoft Publisher, Canva, and/or other graphic design software	
Preferred	Skill
	<input checked="" type="checkbox"/> Microsoft Office: <ul style="list-style-type: none"> <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 checked="" type="checkbox"/> Other software applications Canva, website building software
	Academic Level Undergraduate or graduate
Any other skills required (soft or technical) Experience with graphics creation, creation and distribution of formal communication to the public, strong verbal and written communication skills.	

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
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		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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