

REPORTS TO: BRIZA VIRGEN, HPM II

LOCATION: CARSON CITY, NEVADA (VIRTUAL AND/OR HYBRID)

COMMUNITY HEALTH NURSING INTERNSHIP

POSITION SUMMARY

Community Health Nursing (CHN) is seeking a detail-oriented, analytical, and motivated policy researcher/project manager to support our efforts in researching state and federal policies and crafting policy and procedural recommendations. The internship offers mentorship, hands-on experience with state and federal funding processes, and the chance to work on impactful projects that shape public health initiatives.

Key Projects Include:

- Researching and analyzing state, federal and Title X regulations.
- Drafting and updating policies and procedures for CHN to follow State, Federal and Title X policies and regulations.

Essential Position Duties and Responsibilities:

- Conduct thorough research on state and federal legislation, regulations, and Title X federal program to provide insights and recommendations.
- Analyze proposed and existing policies and procedures for their potential impact, identifying opportunities for improvement.
- Write clear, concise, and well-researched policy and procedures that articulate policy analysis, recommendations, and implications.
- Collaborate with internal teams, including leadership, to develop comprehensive policy and procedures to follow Title X federal regulations.
- Prepare and present policy/procedural drafts and recommendations to leadership.
- Stay current with developments in political, economic, and social trends that may affect public policy at the state and federal levels.

Knowledge and Skills:

- Efficiency in Microsoft Office programs;
- Detail-oriented with excellent organizational skills and adherence to deadlines;
- Proven ability to work collaboratively with others;
- Self-motivated and able to work independently;
- Strong drive to learn and develop professional skills;

Compensation: Unpaid. This is a hands-on, learning-focused internship designed to provide meaningful experience, professional development, and flexible hours to accommodate candidates' schedules.

Work environment: This position may be remote and/or in-person at the Carson City Community Health Nursing Central Office, dependent on the candidate's availability.