

REPORTS TO: BRIZA VIRGEN, HPM II

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

COMMUNITY HEALTH SERVICE INTERNSHIP

POSITION SUMMARY

Community Health Nursing (CHN) services program is seeking an **undergraduate** level detail-oriented, analytical, and motivated intern to support policy research and project development. This opportunity is ideal for students studying public health, public administration, Human Development & Family Studies, or related fields who are eager to explore how policy shapes health systems.

Interns will gain hands-on experience researching state and federal policies, developing policy and procedural recommendations, and learning about funding processes that drive public health initiatives. The internship includes mentorship from experienced professionals and the chance to contribute to meaningful projects that impact communities across rural and frontier Nevada.

Essential Position Duties and Responsibilities:

- 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.
- 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: While this is an **unpaid** opportunity, it's designed to provide valuable hands-on experience, mentorship, and flexible hours to fit your academic and personal commitments.

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.