

REPORTS TO: AMBER HISE

LOCATION: CARSON CITY, NEVADA (IN-PERSON, VIRTUAL, HYBRID)

CHILD, FAMILY AND COMMUNITY WELLNESS-

Chronic Disease Prevention and Health Promotion

(UNDERGRADUATE OR GRADUATE) INTERN

POSITION SUMMARY

The Nevada Division of Public and Behavioral Health's Chronic Disease Prevention and Health Promotion Section is seeking an intern to support the Office of Food Security and Nevada Council on Food Security. This internship offers a unique opportunity to contribute to statewide efforts addressing food insecurity.

The intern will assist with the development and writing of two legislatively mandated studies assigned to the Nevada Council on Food Security during the 83rd Legislative Session: Assembly Bill 405 (AB405) and Senate Bill 233 (SB233). These studies aim to evaluate and strengthen Nevada's food security infrastructure, policies, and programs.

Key Projects Include:

- Gain experience with Nevada's open meeting law requirements.
- Attend council and subcommittee meetings to observe and assist with proceedings.
- Help organize and manage materials to support the development of reports for submission to the Legislative Counsel Bureau.

Essential Position Duties and Responsibilities:

- Conducting background research and policy analysis
- Synthesizing data and partner input
- Drafting and editing study content
- Supporting project coordination and documentation
- Collaborating with Council members and state staff

Knowledge and Skills:

- Knowledge of or interest in public health, nutrition, and/or food security.
- Interest in bill implementation.
- Ability to conduct literature reviews, analyze policy documents, and synthesize findings.
- Strong writing and editing skills.
- Ability to engage with various partners, attend meetings, and summarize discussions.
- Ability to multitask and prioritize.

- Self-motivated and able to work independently when necessary.
- Strong drive to learn and develop professional skills.
- Familiarity with Microsoft Office (Word, Excel, PowerPoint)
- Ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds.
- Possess the ability to effectively interact with persons from various social, cultural, economic, and educational backgrounds.

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 currently is remote but may occasionally be required to perform job duties at the office or within the community to conduct tasks such as presentations, program implementation, and networking.