

REPORTS TO: DONIELLE ALLEN

LOCATION: CARSON CITY, Nevada (In-Person, Virtual, Hybrid)

PUBLIC HEALTH PREPAREDNESS INTERN

POSITION SUMMARY

The Public Health Preparedness Grad Intern will assist in supporting the program's strategic planning, data analysis, and event coordination activities. This internship offers an opportunity for students to gain valuable experience in public health emergency preparedness, health equity integration, and program evaluation. The intern will work collaboratively with the Public Health Preparedness Program team to ensure the successful completion of key initiatives and deliverables.

Key Projects Include:

- Collaborate on revisions to the annual strategic plan, including data collection, analysis, and reporting.
- Review and revise the Nevada Trauma Registry to incorporate health equity data elements such as social determinants of health.
- Contribute to the planning and evaluation of the annual Rural Preparedness Summit, including logistics coordination and post-event analysis.
- Review and provide feedback on scope-of-work documents submitted by program subrecipients.
- Support the compilation of the End-of-Year progress report, summarizing program outcomes and achievements.

Essential Position Duties and Responsibilities:

- Work collaboratively with section and agency staff, other interns, and partners to develop and execute project deliverables for any of the projects listed above;
- Assist with data collection and maintenance;
- Assist in the development and dissemination of educational, promotional and other marketing materials;
- Conduct outreach efforts and maintain health partnership relationships;
- Other duties as assigned.

Knowledge and Skills:

- Strong analytical and organizational skills.
- Proficiency in Microsoft Office Suite and familiarity with data collection tools.
- Effective written and verbal communication skills.
- Ability to work independently and in a collaborative team environment.
- Interest in public health, health equity, and emergency preparedness.

Work environment:

This position offers a hybrid work arrangement, with opportunities for both remote and on-site work. Interns may occasionally travel within Nevada for meetings, conference planning

activities, and other program-related engagements. This internship provides a dynamic learning environment for students interested in the intersection of public health and emergency management.