

REPORTS TO: DPBH ADMINISTRATION

LOCATION: CARSON CITY/RENO, NV (HYBRID)

PUBLIC POLICY INTERN

POSITION SUMMARY

The Division of Public and Behavioral Health (DPBH) is looking for a highly motivated and organized Public Policy Intern to support the Division through the 84th session of the Nevada Legislature. This includes preparation prior to session starting, 120-days of session, post-session wrap up, and initial implementation of policies affecting the agency. The DPBH Public Policy Intern will gain hands-on experience in the intersection of public health, policy, and practice. The internship is designed to develop skills in research, analysis, professional writing, organization, and communication while contributing to real-world public and behavioral health initiatives in Nevada.

Skills and qualifications for applicants include:

Education: Graduate students or higher; all applicable disciplines encouraged to apply.

Key Projects Include:

1. Conduct research and analysis to produce fact sheets, issue briefs, and educational resources on topics that may impact public and behavioral health.
2. Support the creation of presentations and talking points.
3. Attend briefings and committee meetings to stay informed on current policy issues.
4. Monitor policy developments, track legislative or regulatory changes, and summarize findings.

Knowledge and Skills:

- Must have prior research, data analysis, or policy-related experience
- Efficiency using Microsoft Office applications
- Experience with budgeting and basic accounting principles
- Attention to detail and strong organizational skills
- Creative ability and working knowledge of marketing principles
- Ability to work collaboratively in a team environment, including public health professionals, policymakers, and community partners
- Self-motivated and able to work independently as needed
- Public speaking and presenting
- Strong written and oral communication, research and analytical abilities, and interest in public policy issues affecting public and behavioral health

Compensation: This is a paid internship opportunity compensated at \$26.07/hour. Interns are hired as temporary contractors and are not eligible for the benefits provided to State of Nevada employees.