NEVADA DIVISION of PUBLIC and BEHAVIORAL HEALTH

Reports to: Karissa Machado
Location: Reno, Nevada (In-Person)

WORKFORCE DEVELOPMENT INTERN

PUBLIC HEALTH INFRASTRUCTURE AND IMPROVEMENT SECTION

POSITION SUMMARY

The Workforce Development internship provides students with hands-on experience in program development, public health operations, and workforce planning. Interns gain insight into the complexities of public health systems, strengthen their understanding of internal processes, and contribute meaningfully to Division-wide initiatives. This internship offers exposure to real projects, cross-program collaboration, and the day-to-day work that strengthens Nevada's public health infrastructure.

Key Projects Include:

- Maintain and update the NVhealthforce.org website and the Section's intranet pages.
- Create marketing and outreach material to promote public and behavioral health workforce needs.
- Assist with data tracking and program organization for the DPBH Internship Program.
- Provide general support to the PHII team across different projects.

Essential Duties and Responsibilities:

- Maintain and update NVhealthforce.org, databases, and SharePoint documents.
- Support DPBH internship program activities including coordination, data collection, analysis, and quality improvement tasks.
  Create and promote marketing, outreach, and communication materials for workforce initiatives.
- Assist with research related to emerging public health workforce needs.
- Participate in outreach efforts, including events and community engagement activities.
- Attend supervision meetings and complete internship-related forms, evaluations, and learning agreements.
- Perform additional tasks as assigned by the preceptor

Knowledge and Skills:

- Basic proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Understanding of DPBH's purpose, structure, and functions (or willingness to learn).
- Basic familiarity with government or public sector systems and processes.
- Strong organizational skills and attention to detail.
- Ability to prioritize multiple tasks and meet deadlines.
- Strong collaboration and communication skills.
- Self-motivated with the ability to work independently when needed.
- Eagerness to learn and develop professional skills

Compensation: $20 per hour for up to 150 hours. This is a paid internship opportunity with the Nevada Division of Public and Behavioral Health (DPBH) through a temporary employment contract.

Work Environment: This position is in-person. Interns may be required to perform job duties in the office or within the community, including tasks such presentations, program implementation, data entry, and networking.