



Public Health/Public Admin Intern **Job Description**

Reports to: Executive Director

Summary of the Position:

The intern will be responsible for community engagement events on college campuses across the state. They will assist with trainings and workshops, specifically coordination and evaluation. They will also be responsible for management of the Alabama Campaign website and overall implementation of the communication strategy. In addition, this intern position assists with the development of external communications tools, such as fact sheets and annual reports. This internship is located in Montgomery, AL, with opportunity for remote work.

Requirements of the Position:

The ideal candidate should be able to work well independently, possess attention to detail, and be willing to learn. Excellent time management, organizational and communication skills required. Experience with Microsoft Office package necessary; social media management and website content management experience a plus.

Responsibilities:

- Manages logistics for internal and external meetings and training events, including researching and preparing information for use in meetings and organizing schedules of multiple participants, including external participants
- Coordinates logistics related to meetings, workshops, and other Alabama Campaign events
- Manages the updates and content of Alabama Campaign website via Wordpress
- Manages the development and creation of external communication devices (eNewsletters, Community Benefit Report, blogs, fact sheets, etc.)
- Assists with the design/creation of Alabama Campaign brochures and promotional items and manages publications inventory
- Maintains and provides educational information/materials through resource library, speaking engagements, and health fairs as assigned by the Executive Director

- Researches issues/statistics related to adolescent sexual health and prepares reports/documents as required by Executive Director
- Maintains up-to-date database of board members, committees, volunteers, supporters, contacts, and community youth-serving organizations
- Provides administrative support for board: preparing board packets, recording and distributing minutes as needed, notifications/reminders, and packets to non-attending board members, securing meeting space, etc.
- Ensures agency and program information is current and displayed when/where appropriate
- Understands, endorses and promote the vision, values, and mission of the Alabama Campaign
- Supports the overall work of the Alabama Campaign by conducting activities ethically and with integrity; demonstrating respect for colleagues, dedication to quality improvement, and commitment to service
- Assumes other responsibilities, tasks, or special projects as requested by the Executive Director

Compensation:

This internship is afforded a stipend of \$1,000 per semester. Travel and associated costs for Alabama Campaign related events will be reimbursed.

To Apply:

Send your cover letter and resume to christina@alabamacampaign.org.

The Alabama Campaign for Adolescent Sexual Health is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.