

REPORTS TO: AGENCY MANAGER

LOCATION: RENO, NEVADA (IN-PERSON, VIRTUAL, HYBRID)

PUBLIC HEALTH INFRASTRUCTURE AND IMPROVEMENT UNDERGRADUATE INTERN

POSITION SUMMARY:

The Undergraduate Research Intern will play an integral role in advancing the mission of NV Health Force, focusing on research and development initiatives to enhance the state's public health workforce landscape. This position will involve in-depth analysis, strategic planning, and innovative approaches to optimize career paths within the public health sector, contributing to the overall improvement of Nevada's health infrastructure.

Compensation:

Unpaid

Key Projects Include:

- Conducting comprehensive research on workforce development trends, career pathways, and emerging opportunities within the public health sector.
- Collaborating with internal teams to design and implement strategies for enhancing the NV Health Force website, ensuring it serves as a valuable resource hub for current and aspiring public health professionals.
- Assisting in the development and execution of targeted outreach and recruitment initiatives to attract diverse talent to the public health workforce.
- Contributing to the creation of educational materials and promotional campaigns to raise awareness about public health career opportunities and the resources available through NV Health Force.

Essential Position Duties and Responsibilities:

- Engage in thorough data analysis and synthesis to inform decision-making and strategy development.
- Assist in the design and implementation of surveys and assessments to gather insights on workforce needs and preferences.
- Support the development and dissemination of engaging and informative content for various communication channels, including the NV Health Force website, social media platforms, and promotional materials.
- Cultivate and maintain partnerships with key stakeholders, including academic institutions, professional organizations, and community groups.
- Collaborate closely with team members to ensure project milestones are met and deliverables are of high quality.
- Undertake additional tasks and projects as assigned, demonstrating flexibility and adaptability in a dynamic work environment.

Knowledge and Skills:

- Proficiency in research methodologies, data analysis techniques, and presentation tools.
- Strong organizational skills with meticulous attention to detail and the ability to manage multiple priorities effectively.
- Creative thinking and familiarity with marketing principles to effectively communicate key messages to diverse audiences.
- Excellent interpersonal skills and the ability to work collaboratively in a team-oriented environment.
- Self-motivated and capable of working independently while also seeking guidance and feedback as needed.
- Eagerness to learn and develop professional skills in the field of public health workforce development.
- Familiarity with audio-visual equipment, office software, and online platforms for data analysis and communication.
- Demonstrated cultural competence and the ability to engage effectively with individuals from diverse backgrounds.

Work Environment:

This position may involve a combination of remote work and on-site activities, with occasional travel within the community for meetings, presentations, and networking events. The intern will have the opportunity to gain hands-on experience in a dynamic and collaborative environment, contributing to meaningful projects that support the advancement of public health in Nevada.