

Baltimore City Health Department Current Internship Opportunities

Winter/Spring 2017

The Baltimore City Health Department (BCHD) has a year-round internship program and is currently seeking interns for winter/spring 2017 (January-April). All interested applicants must submit a resume and cover letter. Internships may differ depending on the division or program within BCHD. Please see the postings below for all currently available opportunities.

Intern, Administration/Policy and Community Engagement

Job Duties:

- Assist in policy, community engagement, and strategy initiatives
- Staff Chief Policy and Engagement Officer on quick turnaround items

Requirements:

- Ability to perform under tight deadlines
- Strong writing skills

Experience/Skills Preferred: Public health degree preferred

Hours per Week: 15-20 hours

Length of Internship: Ideally 6 months or longer, can be flexible

Ideal Start Date: Anytime

Pay rate: Unpaid

Location: Baltimore City Health Department, 1001 E Fayette St, Baltimore, MD

Please send a resume and cover letter demonstrating your abilities to meet job expectations to kelleigh.eastman@baltimorecity.gov, stating "Intern, Policy and Community Engagement" in the subject line of the email.

Intern, Communications

Description: The Baltimore City Health Department seeks an intern for its active, fast-paced communications team.

Job Duties:

- Work with the Communications Director and Public Information Officer to promote public health in Baltimore and communicate Health Department messages to media outlets
- Other duties as assigned

Requirements: Strong written and verbal communication skills, creativity, organization, and attentiveness to detail, familiarity with social media, ability to work independently and as part of a team.

Experience/Skills Preferred:

- The ideal candidate would be an undergraduate pursuing a degree in communications, public relations, marketing, journalism, or English
- Experience working with media, writing press materials, and graphic design preferred
- Computer aptitude with basic word processing experience
- Ability to perform under tight deadlines

Hours per Week: 15 hours, can be flexible

Length of Internship: 6 months preferred

Ideal Start Date: Anytime

Pay rate: Unpaid

Location: Baltimore City Health Department, 1001 E Fayette St, Baltimore, MD

Please send a resume and cover letter demonstrating your abilities to meet job expectations to kelleigh.eastman@baltimorecity.gov, stating "Intern, Communications" in the subject line of the email.

Intern, Opioid Overdose Response

Job Duties:

- Intern will assist the Director of Opioid Overdose Prevention and Response with conducting naloxone trainings in the community and entering naloxone training data
- Other duties as assigned

Requirements: A strong enthusiasm to work on opioid overdose prevention and response work in Baltimore City and availability to work during typical business hours

Experience/Skills Preferred: Good oral communication skills

Hours per Week: 6-10 hours

Length of Internship: 3-6 months

Ideal Start Date: Anytime

Pay rate: Unpaid

Location: Baltimore City Health Department, 1001 E Fayette St, Baltimore, MD

Please send a resume and cover letter demonstrating your abilities to meet job expectations to kelleigh.eastman@baltimorecity.gov, stating “Intern, Opioid Overdose Response” in the subject line of the email.

Intern, General Administrative Support

Job Duties:

- Intern will work with the Chief Policy and Community Engagement Officer and other administrative staff to assist with a variety of administrative duties and projects
- Projects to include assistance with supporting community engagement efforts
- Other duties as assigned

Requirements:

- Ability to perform under tight deadlines

Experience/Skills Preferred: None

Hours per Week: At least 6 hours per week

Length of Internship: At least 3 months

Ideal Start Date: Anytime

Pay rate: Unpaid

Location: Baltimore City Health Department, 1001 E Fayette St, Baltimore, MD

Please send a resume and cover letter demonstrating your abilities to meet job expectations to kelleigh.eastman@baltimorecity.gov, stating “Intern, General Administrative Support” in the subject line of the email.

Intern, Special Projects

Job Duties:

- Intern will work with the Special Projects Director and other administrative staff to assist with a wide variety of projects

- Projects may include assistance with the Public Health Accreditation Board’s health department accreditation (including development of needed systems and documentation like a performance management system, health equity policy, etc.) supporting community engagement efforts, and assisting in naloxone trainings and other overdose prevention efforts throughout the city
- Other duties as assigned

Requirements:

- Computer aptitude with basic word processing experience
- Ability to work independently and as part of a team
- Ability to perform under tight deadlines

Experience/Skills Preferred: None

Hours per Week: At least 6 hours per week

Length of Internship: At least 3 months

Ideal Start Date: Anytime

Pay rate: Unpaid

Location: Baltimore City Health Department, 1001 E Fayette St, Baltimore, MD

Please send a resume and cover letter demonstrating your abilities to meet job expectations to kelleigh.eastman@baltimorecity.gov, stating “Intern, Special Projects” in the subject line of the email.