

COVID-19 Planning Support Internship

The Baltimore City Health Department seeks a COVID-19 Planning Support Intern to assist in the monitoring and preparedness planning work of the agency. This internship will consist of 8-10 hours per week. We are looking to fill this position immediately and it will end in 2.5 months. This is a temporary unpaid position.

Job Responsibilities

Emergency preparedness planning is looking for an intern to help monitor, record, and research the ever-evolving status of the COVID-19 pandemic response on the national, state, and local levels. In addition, we are looking for support to implement improvements to our preparedness planning. Special projects include:

- Attending virtual meetings 2-4 time a week, meeting may be hosted by BCHD, MDH, or the CDC
- Take notes on each meeting and save to appropriate online Drive
- Share CDC daily guidance updates with leadership team
- Share recent publications of peer-reviewed research with leadership team
- Developing reports, charts, and provide data analysis
- Assist with updates to plans, field operation guides, and other public health emergency response documents as needed

Required Traits

- Organized
- Adaptive
- Writing proficiency
- Document layout and development of slide presentations/PowerPoint
- Skills with data analytics and visualization (Tableau)
- Experience with databases and survey tools
- Tech savvy

To Apply

Send pdf versions of your resume and cover letter to the Baltimore City Health Department's Interns Team (bchdinternships@gmail.com). Please put "COVID-19 Information Monitoring Internship" in the subject line.