

Spring Internship Available!

The Center for Health and Health Care in Schools is seeking unpaid spring interns to support Center staff within the organization. The Center for Health and Health Care in Schools, a non profit organization located at the George Washington University, is a policy and program resource center exploring ways to strengthen the well-being of children and youth through effective school-based programs and health care services. This is an excellent opportunity for those interested in children's health and the delivery of health programs in schools.

The primary focus of the internship will be to provide assistance with targeted projects including updating school health research documents and reports as well as identifying relevant content to regularly update the website (www.healthinschools.org), locating resources for the weekly e-newsletter, blog, and web survey, assisting with managing social networking sites and managing electronic listservs.

Additional duties include greeting visitors, answering phones, and directing inquiries appropriately through an understanding of Center programs, functions, policies and procedures. Under the supervision of the program assistant, the interns will also review completed documents to assure grammatical accuracy, correctness of citations and terminology, and relevance of data. The interns will perform other work-related duties as requested.

Applicants considering this position are encouraged to visit our Web site to gain insight on the Center's activities, www.healthinschools.org.

Desired Qualifications:

- Graduate student, or highly skilled undergraduate, in a public health, medicine, communications, psychology, policy, government or other relevant course of study preferred
- General office clerical experience and typing skill is required.
- Word processing skills plus familiarity with Microsoft Office suite is necessary.
- Familiarity with conducting Internet research and using basic office equipment.
- Excellent writing, oral communication, organizational, and interpersonal skills are required.
- Must be able to multi-task, pay attention to details, take initiative, and effectively trouble-shoot.

If interested, please send a cover letter, writing sample, and resume to:

chhcs@gwu.edu