GREATER SEACOAST HEALTH

STRAFFORD COUNTY PUBLIC HEALTH NETWORK

Strafford County Public Health Network Public Health Intern

NUMBER OF OPEN POSITIONS: 1

HOURS: 8 – 32 Hours/week (based on need & availability)

REPORTS TO: Public Health Network Manager

With the mission of improving the health, wellness, and quality of life for all individuals in Strafford County, the Strafford County Public Health Network (SCPHN) program of Greater Seacoast Health works to build one integrated system of community members, businesses, and health organizations working together to address public health needs.

SCPHN works on several initiatives across topic areas from substance misuse prevention, treatment and recovery, mental health, food access, emergency preparedness, and more. SCPHN conducts outreach in the community, hosts education and professional development opportunities including our annual Addiction Summit, coordinates advocacy activities such as our Legislative Breakfast, and coordinates connection and collaboration across our Network through work groups, strategic initiatives, and convenings like our All-Partner events. As a Public Health Intern, you will provide support and assistance across multiple SCPHN initiatives and assist the SCPHN team in achieving our shared goals.

PRIMARY RESPONSIBILITIES MAY INCLUDE:

- Participating in planning and implementation of SCPHN activities
- Collecting, analyzing, and organizing data
- Coordinating and supporting the facilitation of work group meetings
- Organizing and hosting events, such as our All-Partner Meetings, Addiction Summit, Legislative Breakfast and more
- Evaluating events, programs and initiatives
- Creating and updating materials, resources, and digital content that are inclusive and culturally competent
- Assisting in managing our social media accounts and website
- Accompanying SCPHN staff to meetings and community events
- Conducting community outreach activities with SCPHN staff
- Other tasks and projects upon assignment

ESSENTIAL EXPERIENCE, SKILLS & COMPETENCIES:

- Possess verbal and written communication skills that are inclusive and culturally competent
- Present information in an organized and professional manner in a way that is appropriate to your audience
- Think out of the box and be creative
- Prioritize projects and tasks appropriately and complete them in a timely manner
- Ability to work well independently as well as part of a team

- Proficiency in Microsoft Office suite
- Be familiar with utilizing Zoom, Teams and other virtual meeting platforms

REQUIRED ABILITIES:

The individual in this position must possess the knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and possess the necessary physical requirements, with or without the aid of mechanical devices, to safely perform the essential functions of the job.

1. Ability to express or exchange ideas by means of the spoken word. Essential functions include activities in which incumbent must convey detailed or important spoken instructions to employees, outside customers, constituents, agencies, and others accurately and sometimes quickly.
2. Ability to interact effectively with people of varied educational, socioeconomic and ethnic backgrounds, skill levels.
3. Ability to receive detailed information through oral communication and to make fine discriminations in sound.
4. Routinely requires the ability to respond appropriately to unexpected situations, or deadlines.
5. Ability to transport self to meetings or other off-site locations when requested or required.