JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana State Department of Health		**BU:** 0400
Division: Operational Services Commission	**Section/District:** Office of Public Affairs	
Job Title: ISDH Media & Communications Intern		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Jennifer Dunlap, director, Office of Public Affairs		
FLSA Status: ☐ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date :	

Purpose of Position/Summary:
Intern provides professional support to director in the areas of media relations, health promotion, and external communications. Serves as part of the Office of Public Affairs (OPA) staff.

Essential Duties/Responsibilities:
- Assists director of the Office of Public Affairs (OPA) in planning and executing media events, including providing logistical support and interacting with the media.
- Writes and distributes news releases, as assigned by OPA director.
- Serves on planning committee for 2011 INShape Indiana Black & Minority Health Fair to provide assistance with media relations and promotion.
- Under the direction of the OPA director, maintains and monitors the agency's social media sites, including Facebook, Twitter, and YouTube.
- Proofreads and edits documents sent to the Office of Public Affairs for review to ensure consistency in spelling, grammar, punctuation, and style.

Job Requirements:
- Strong communication skills; both written and verbal.
- Ability to deal with news media, other state and local agencies, and the public to assure good relations and the accurate and timely reporting of news and information.
- Working knowledge of social media platforms, including Facebook, Twitter, and YouTube.
- Must be able to properly prioritize multiple work assignments.
- Working knowledge of computers, including keyboarding skills and Excel.

Supervisory Responsibilities/Direct Reports:
N/A

Difficulty of Work:
The Office of Public Affairs is a fast-paced environment. The work will require that the incumbent show judgment, initiative, and originality in the preparation and dissemination of materials on public health issues and ISDH programs. Must have good organizational skills to track numerous projects and to be able to quickly shift attention back and forth from various assignments.

Responsibility:
The intern is expected to be self-motivated and stay on top of all assigned projects, ensuring they are completed on deadline. Will report weekly to OPA director on progress and to provide feedback on the public's response to the agency's outreach via social media.

Personal Work Relationships:
The incumbent has personal contact with news media, the public, ISDH staff, local health departments, and on occasion, other state agency staff for the purpose of providing timely, accurate information about public health issues and ISDH programs.

Physical Effort:

Office work. Limited physical effort.

Working Conditions:
Office environment.

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Employee Name: N/A		
Agency: Indiana State Department of Health (ISDH)		**BU:**
Division: Chronic Disease Prevention and Control	**Section/District:**	
Job Title: ISDH- Comprehensive Cancer Control Intern		**Job Code:** N/A
Working Title (if different from above):		
Reports To: Keylee Wright		
FLSA Status: ☐ Non-Exempt (OT Eligible) ☐ Exempt	Effective Date :	

Purpose of Position/Summary:
To assist the Indiana Comprehensive Cancer Control Program (ICCCP) in implementing policy-related strategies from the Indiana Cancer Control Plan

Essential Duties/Responsibilities:
The intern will research local and state policies related to cancer prevention and control (tobacco, Complete Streets, physical activity, etc.), research and track effective advocacy and grassroots strategies through literature review, and prepare reports for related policy initiatives.

Job Requirements:
Seeking students currently working towards a Masters in Health Policy, Public Health, or related field preferred. Completion of a Bachelors degree in Political Science or related field strongly preferred but would consider a student working towards this degree with related work experience.

Supervisory Responsibilities/Direct Reports:
None

Difficulty of Work:
Masters-level

Responsibility:
See Essential Duties/Responsibilities

Personal Work Relationships:
The intern will work directly with the ICCCP staff as well as members of the Indiana Cancer Consortium.

Physical Effort:
Physical activity is limited.

Working Conditions:
The intern will be housed at ISDH.