

Michigan Department of Community Health (MDCH)
INTERN POSITION

MENTOR INFORMATION		
Date January 6, 2011	Mentor Name Sheryl Weir	
Administration Public Health Administration	Bureau/Section Division of Health Wellness and Disease Control Health Disparities Reduction and Minority Health Section	
INTERNSHIP INFORMATION		
Position Title Health Communications Intern	Position Location Lansing, MI	Desired Start Date February 1, 2011
<p>Description of the Intern Responsibilities The intern will work with HDRMHS staff to coordinate the section's health communication efforts as well as be responsible for updating and creating resources for the Health Equity Data Project. This position will gain hands on experience with tailoring and updating health equity social media, website, and data resources as well as creating materials representing HDRMHS. Other work will be assigned as available and appropriate.</p>		
<p>List project/s for the Intern (not administrative work) Specific responsibilities will include:</p> <ul style="list-style-type: none"> • Coordinating a health equity website. • Researching and updating content for a health equity website. • Maintaining and updating social media content on Facebook and Twitter sites. • Creating materials for use by HDRMHS to use at meetings, health fairs, and online • Updating spreadsheet with data about six racial/ethnic populations for approximately 30 indicators. • Updating technical notes for 30 indicators. • Creating PowerPoint slides to be posted on a website. Slides must present health equity data in an Engaging way that will be understood by the general public. 		
<p>Desired Skills/Qualifications of the Intern</p> <ul style="list-style-type: none"> • Interest in health equity and social justice • Experience with Microsoft Office, especially Excel and PowerPoint • Comfortable with interpreting and visually presenting data • Coursework in public health/epidemiology/health communication, or willingness to learn • Working knowledge of social media including Facebook, Twitter, and blogging • Self-starter with attention to detail • Ability to work independently and meet deadlines without supervision • Experience with graphic design a plus, but not required 		
<p>Other Information (For example: desired length, hrs per week) Internship will be available until September 30, 2011. Availability of 16 hours per week is desired and is negotiable. This is an unpaid internship.</p>		
NEXT STEPS		
<p>Please send completed form to the Administration's Internship Coordinator by e-mail. Since this form is locked, the E-mail addresses are not hyperlinks.</p>		
Administration	Coordinator	E-mail
Public Health	Stella Christian	ChristianS@michigan.gov