

## Tobacco Policy Project Intern (Summer 2011)

|                              |   |
|------------------------------|---|
| <b>Job Type</b>              | <p>Paid internship, \$8.25 per hour</p> <p>Minimum of 20 hours per week required up to 40 hours per week</p> <p><b>Academic Credit Internships strongly preferred</b></p>   |
| <b>Reports to:</b>           | Tobacco Policy Change Program Associate (TBA)   |
| <b>Position Description:</b> | This posting is for an intern to support a program associate who will work full time on our new Tobacco Policy Change Grant.  |
| <b>Duties:</b>               | <p><b>COMMUNITIES PUTTING PREVENTION TO WORK GRANT</b></p> <p>The intern will assist in implementing our tobacco “Communities Putting Prevention to Work” Grant. The program associate and intern will engage our local LGBT and HIV/AIDS communities in a discussion about the impact of tobacco in our communities. The program associate and intern will conduct outreach to and build coalition with local organizations in order to identify one or more “MAPPS Strategies”</p> <p>(<a href="http://www.cdc.gov/CommunitiesPuttingPreventiontoWork/strategies/index.htm">http://www.cdc.gov/CommunitiesPuttingPreventiontoWork/strategies/index.htm</a>)</p> <p>to limit tobacco use. Activities will include:</p> <ul style="list-style-type: none"><li>- Conducting outreach and workshops with local organizations</li><li>- Building a network of local organizations concerned about tobacco</li><li>- Identifying a MAPPS strategy that is important to our community</li><li>- Building support for the chosen MAPPS Strategy</li><li>- Completing monthly performance reports.</li></ul> <p><b>OTHER DUTIES</b></p> <ol style="list-style-type: none"><li>1. Participate in DC Center staff meetings, strategic planning meetings, and assist in day-to-day center operations as needed.</li><li>2. All interns will have shared administrative responsibilities and will be asked to chip-in on special projects. Less than half of your responsibilities will be administrative.</li></ol> |
| <b>Requirements:</b>         | <ol style="list-style-type: none"><li>1. Experience with LGBT health issues preferred</li><li>2. Experience with Anti-Tobacco efforts preferred</li><li>2. Outgoing personality and ability to work independently.</li><li>3. Experience with Movable Type Blogs (or similar blog interfaces) preferred</li><li>4. Ideal candidate will have demonstrated cultural competency working with LGBT People and individuals living with HIV/AIDS.</li></ol>  |
| <b>Compensation:</b>         | \$8.25 per hour   |
| <b>Application:</b>          | Send resume and cover letter to <a href="mailto:intern@thedccenter.org">intern@thedccenter.org</a>  |