

Job Posting

Undergraduate Policy Intern Positions – Virtual/Hybrid/In-Person Multiple Locations

About the Organization:

Founded and led since 1992 by Executive Director A. Toni Young, CEG's mission was to address the health, socio-economic, environmental, and systemic challenges facing the Black community by creating and enhancing community and peer-based outreach and service programs. CEG's mission has since evolved to encompass all underserved communities that are affected by health outcome and health access disparities, including those in rural WV. For nearly 30 years, CEG has provided culturally appropriate direct client support services, organizational TTA, capacity-building assistance, social marketing, media outreach, health promotion, and community-based research and evaluation to address pressing health needs and to create change in regard to achieving health equity. Today, CEG is leveraging its decades of experience and expertise to adapt and implement successful intervention models on behalf of all underserved and disenfranchised communities, especially those in rural areas, burdened by poorer health outcomes and health access disparities. Alongside the launch of the Rural Health Service Providers Network (RHSPN), a subsidiary partnership with TruEvolution, CEG and RHSPN are committed to ending the HIV, Viral Hepatitis and Substance Use Disorder (SUD) syndemic throughout Appalachia.

Position Summary:

The Community Education Group (CEG) is looking for interested undergraduate students looking for a one or two semester internship with the Policy and Advocacy Team. This position will support Community Education Group's advocacy work in West Virginia (both local and at the state level) and help manage the Syndemic Work Group. They will also assist in managing regional policy efforts across the Appalachian region. They may represent CEG at key coalition meetings.

Job Location:

As negotiated at the time of hire

Travel Requirements:

As negotiated at the time of hire

Agency-Wide Duties and Responsibilities:

- Supports the mission, vision, and values of the CEG and the RHSPN
- Complies willingly with all organizational policies and procedures
- Ensures that all internal and external engagements are equitable, inclusive, and accessible
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Cultural humility
 - Maintenance of confidential information

- Communicates appropriate information to their supervisor and other departments in a timely and effective manner.
- Attends twice weekly staff meetings (x8 per month), on time and prepared with requested materials and updates
- Attends weekly check-ins (x4 per month) with whomever is their direct supervisor
- Attends all virtual meetings of the West Virginia Statewide Stakeholder Coalition and the Rural Health Service Providers Network
- Attends annual staff retreat (x1 per year)
- Attends at least one virtual or in-person conference (x1 per year)

Position-Specific Duties/Responsibilities:

- Identify the appropriate contacts in local, state, and federal governments, agencies, and other organizations to build and maintain professional relationships
- Drafts, conducts research for, and helps develop content for CEG/RHSPN one-pagers, talking points, issue briefs, related charts and visuals, infographics, and presentations to be used with selected internal or external audiences to advance CEG/RHSPN policy and/or federal relations activities.
- Assists CEG/RHSPN policy staff in the development and implementation of major new policy initiatives and planning and coordinating policy related workshops and meetings
- Attends and reports on briefings, hearings, coalition meetings, and conference calls as needed.
- Develops and maintains professional relationships with legislative staff and outside experts from academia, coalition partners, and other community-based organizations.
- Function as part of a professional team
- Attend all-staff meetings, trainings and other events as requested
- Self-manage work projects and timelines
- Communicate work progress and challenges immediately with supervisor
- Assure all work is completed well and on-time
- Learn, be aware of, and adopt culturally competent and equitable health communication skills that are appropriate to specific patient populations
- Demonstrate good to excellent written and oral communication skills
- Demonstrate proficiency in the use of computers, zoom in particular, and the Microsoft Office suite of programs (e.g. – Excel, PowerPoint, Word)
- Prioritize maintenance and learning of skills conducive to working with diverse populations
- All employees of the organization will work occasional evenings and weekends as requested
- Other Duties as assigned

Internship Qualifications:

- Must be in an undergraduate program at the associates or bachelors degree level with no more than two (2) semesters to completion of your program – required.

- Completed course work in the areas engaging in: Public Health Policy, Political Science, Health Policy
- Be able to communicate effectively with staff as well as CEG/RHSPN member organizations, public and elected officials, and external parties.
- Demonstrate knowledge and skill in a variety of computer software applications such as Microsoft 365 (Word, Excel, Access, PowerPoint, Outlook, Calendar,) content management systems, social media platforms, Affinity design software (Designer, Photo, and Publisher), and survey tools. Experience with HTML, SPSS, and use of other computing packages, such as Tableau, is preferred.
- Experience analyzing data collected through web-based systems and surveys.
- Appalachian residents or students attending programs in Appalachia are encouraged to apply

General Skill Requirements:

- Excellent self-management, communication, and team-based participation
- Excellent oral, written, interpersonal communication, public speaking, and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions
- Ability to plan while remaining flexible enough to pivot with urgency
- Ability to work both offsite (at times) and in an open office environment
- Ability to capture values and organizational culture in writing and other communications efforts

Physical and Sensory Requirements:

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)

- Ability to evaluate/interpret information and make independent judgments/decisions

Compensation:

Interns will receive a monthly stipend of \$500.00 via direct deposit and a letter of reference upon a successful internship completion

If interested, please email a resume, cover letter, and writing sample to Ashlei Cooper (accoper@communityeducationgroup.org).