

**Society for Public Health Education**  
**www.sophe.org**

**Health Education & Health Promotion Internship**

The Society for Public Health Education (SOPHE) provides leadership to the profession of health education and promotes the health of all people by: stimulating research on the theory and practice of health education; supporting high-quality performance standards for the practice of health education and health promotion; advocating policy and legislation affecting health education and health promotion; and developing and promoting standards for professional preparation of health education professionals. SOPHE is the only independent professional organization devoted exclusively to public health education and health promotion (www.sophe.org).

**Duration**

Approximately 14 weeks between January–April, May–August, or September–December (or combination thereof). To maximize learning opportunities, full-time is preferred.

**Intern Duties May Include:**

SOPHE interns can expect to work on a variety of projects and tasks pertinent to SOPHE’s mission but similar to other non-profit voluntary organizations. Among these are advocacy, program planning, communications planning/outreach, research, conference planning, fundraising, chapter development, administrative responsibilities/data entry. Upon interviewing, a scope of work and activity is tailored to each intern’s expertise and pertinent to SOPHE’s needs. SOPHE interns will have the opportunity to develop a project in conjunction with SOPHE staff that they will create and complete during their internship. Activities may include:

**Policy and Media Advocacy**

- Work closely with SOPHE members and partners to plan and organize materials and activities to influence national/state/local legislative policy.
- Update advocacy materials, fact sheets.
- Plan and implement legislative activities to implement SOPHE resolutions.
- Assist with development and preparation of testimony for various legislative and/or Congressional hearings.
- Assist with direct outreach and communication to SOPHE members, chapters, and partner organizations through faxes, mailings, e-mails and phone calls to promote SOPHE’s advocacy priorities and activities.
- Work directly with SOPHE members to research and draft resolutions that provide an organizational foundation for important issues.
- Assist with planning, implementation or follow-up to Annual Health Education Advocacy Summit and/or the Health Education Advocate website ([www.healtheducationadvocate.org](http://www.healtheducationadvocate.org)).
- Plan or conduct advocacy training for SOPHE members, chapters, or other partners.

**Program Planning & Communications**

- Develop original health information literature hand-outs for professional or lay audiences.
- Network with existing SOPHE partners and sister organizations, and identify new organizations whose missions and objectives complement that of SOPHE and with whom new partnerships should be pursued.
- Represent SOPHE and offer health education input at coalition meetings.
- Assist with public relations, including development of press releases and promotional materials for specific topics or advancing the profession of health education.
- Assist with direct outreach and communication to SOPHE members, chapters, and partner organizations through faxes, mailings, e-mails and phone calls.

### **Health Education Research**

- Assist in gathering and organizing background materials for SOPHE resolutions, grants, cooperative agreements, and special topics.
- Research and report on SOPHE priority topic areas, including school health, environmental health, and new resolutions
- Attend and report on Congressional and/or legislative hearings, local seminars, and briefings to gather information as needed.

### **SOPHE Professional Meetings**

- Provide direct assistance in developing database of meeting speakers, AV needs, and related communications to speakers, poster presenters.
- Organize materials for meeting sessions and work with SOPHE Planning Committee for CEU application.
- Draft case statement for annual meeting fundraising (in conjunction with SOPHE Midyear and Annual Meeting Committees) and mail to potential contributors.

### **Other**

- Deliver direct program support to SOPHE staff, projects and activities as needed.
- Assist in data entry for various projects, ranging from membership updates to survey data, mailings, answering member inquiries, etc.

### **Sample Past Intern Projects**

- Conducting seminal research on MPH programs in community health education, including web based survey and obtaining IRB review; preparation of article for publication.
- Development of tool kit, communications plan and evaluation, and liaison w/ other groups for 2004 National Health Education Week; preparation and presentation of Poster at SOPHE 2004 Annual Meeting.
- Assisting with research to develop a database of employers for a study of the impact of health education credentialing; development and presentation of a Poster at SOPHE 2002 Annual Meeting.
- Development of SOPHE resolution on handgun violence and establishment of SOPHE partnership to various organizations; presentation to SOPHE Board; development of resolution implementation plan.
- Interviewing SOPHE past presidents and development of 50<sup>th</sup> Anniversary booklet w/ past president reflections.
- Assisting with grant writing, proposal development.

### **Intern Perks Include:**

- The intern may have the opportunity to attend health-related hearings and briefings.
- The intern will have valuable opportunities to interact and network with other leaders and members in the SOPHE, health education, and public health communities.
- The intern will have an opportunity to gain valuable work experience in a professional office environment, with potential for letters of recommendation/commendation.
- The intern will receive the opportunity to see how: a non-profit membership organization is operated, governed, and managed; staff interact and contribute to the organization; professional continuing education is planned, managed, and evaluated; coalitions are developed and nurtured; advocacy efforts are planned and implemented; chapters are supported; and other experiences pertinent to advanced competencies of health education professionals and working in a business environment.
- Modest stipend (up to \$1500), dependent on length of commitment. Paid registration for SOPHE midyear or annual meetings.
- Free, one-year SOPHE student membership.

## **Qualifications and Prior Experience**

Qualified applicants should be pursuing a bachelor's or a graduate degree in public health, health education, community health, health promotion, preventive medicine, or a related discipline, and have completed two or more years of coursework with a 3.0 GPA or above. Course work in health education/behavioral theory, multicultural communications, program planning, advocacy and policy/environmental approaches to improving health and other health education competencies is preferred. Knowledge/interest preferred in tobacco prevention and control; physical activity; women's health; environmental health and environmental justice; diabetes; obesity and nutrition; heart disease and stroke; cancer; school health; tobacco; and eliminating health disparities.

The ideal candidate will be to work with minimal supervision; have excellent oral, written, and interpersonal communication skills; attention to detail; reliable and prompt; able to commit to a regular schedule; able to deal tactfully with a variety of personalities; and able to work in a team environment. Demonstrate strong organizational skills, with ability to prioritize and manage multiple tasks and responsibilities.

Required: Microsoft® Office programs including Word, Excel and Access. Internet research and database management experience preferable. Highly motivated, self-starter.

## **Office Location**

750 First St, NE  
Suite 910  
Washington, DC 20002

SOPHE is located in Northeast Washington, DC, in the Class Triple AAA building of the American Psychological Association and 5 minutes from Capitol Hill. The office is conveniently located at Union Station, which is a transportation hub for Metro's (subway) Red Line as well as MARC Camden/Penn lines and VRE Commuter Lines.

<b><u>Deadlines:</u></b>	<b><u>Desired Internship Dates</u></b>	<b><u>Application Due Date</u></b>
	January – April	November 1
	May – August	March 1
	September – December	July 1

## **Housing**

SOPHE is not able to provide housing for interns outside the Washington, D.C. area. However, we are able to connect prospective interns with informational resources for housing and living in the Washington, D.C. area. Past interns have rented temporary housing through American and Catholic universities.

## **About SOPHE**

SOPHE is not a direct-service provider organization. Rather, SOPHE provides leadership to the professional of health education through a code of ethics, standard for professional preparation, research, and practice; professional development; and public outreach. The work of the organization is reflected in our available internship opportunities. For more information, see [www.sophe.org](http://www.sophe.org).

## **How to Apply:**

Submit resume, cover letter addressing your experience in health education and health promotion, a personal statement (including why you are interested in an internship experience with SOPHE and what your personal objectives for such an experience might be), and names of 3 references to: SOPHE, 750 First Street, NE, Suite 910, Washington, DC 20002. Fax: 202/408-9815. Or e-mail [edixon-terry@sophe.org](mailto:edixon-terry@sophe.org).