



Minneapolis Health Department

**ANNOUNCEMENT OF TEMPORARY JOB OPPORTUNITY**

**Graduate Student Intern Position in Public Health**

Education and Outreach Intern  
February 2013 through December 2013

**Background:**

The Minneapolis Health Department (MHD) is currently seeking an intern to coordinate healthy homes education and outreach work aimed at Minneapolis senior citizens.

**Job Responsibilities:**

The responsibilities of the student intern may include but are not limited to:

- Perform needs assessment to understand the of healthy homes issues for senior citizens through focus group or key informant interviews
- Assist in the identification of existing materials or the design of outreach materials for healthy homes topics as identified from the needs assessment. Outreach materials include writing healthy homes stories to mass media outlets that target senior citizens that live in Minneapolis.
- Assist in the development and implementation of a healthy homes outreach and education plan for senior citizens living in Minneapolis.
- Develop or strengthen partnerships with organizations also working on healthy homes issues for seniors.
- Host and/or attend senior citizen public outreach events that include community grass root organizations, housing organizations, and/or legal aid clinics.
- Invite healthy homes subject matter experts as guest speakers to present at community events.
- Work closely with the City's Neighborhood and Community Relations Department to gather data on home improvement and rehabilitation needs of seniors and to implement the outreach and education plan.
- Develop an outreach and education evaluation plan that clearly measures outcome of the outreach and education plan
- Other tasks as needed.

**Knowledge and Skills Preferred:**

- Demonstrated ability to work with low-income and at-risk populations.
- Prior experience working on projects relating to environmental health issues is desired.
- Prior experience working with senior citizens desired.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- Proficient skill set in 2010 Microsoft Office Products (e.g. Excel and Access) to gather, store, manipulate, analyze and disseminate data,

**Required Qualifications:**

Applicants must be a current student in a Master's or Ph.D. program in Public Health, Environmental Health, Environmental Studies, Health Communication, or any other related degree program.

**Salary:**

\$16.93 per hour

15-20 hours per week

**How to apply:**

In order to be considered a cover letter, resume, and a writing sample of no more than 5 pages must be received no later than **February 28, 2013**.

**Email, fax, or mail your application materials to:**

Minneapolis Health Department

ATTN: Kim Stringfellow

250 S. 4<sup>th</sup> Street, Room 510

Minneapolis, MN 55415

612-673-3528

612-673-3866 (fax)

[Kim.Stringfellow@minneapolismn.gov](mailto:Kim.Stringfellow@minneapolismn.gov)

For additional information regarding the Minneapolis Health Department, please visit us at:

<http://www.ci.minneapolis.mn.us/dhfs/>

**BACKGROUND CHECK:** The City has determined that a criminal background check and/or qualifications check will be required for this position. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

**The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer**

If you need this material in an alternative format please call (612) 673-2301 or TTY (612) 673-2157 (General City Information). Please allow a reasonable amount of time for special needs accommodation. Deaf and hard-of-hearing persons may use a relay service to call 311 agents at (612) 673-3000. TTY users may call (612) 673-2157 or (612) 673-2626.