



**ANNOUNCEMENT OF Internship Opportunity**

**Student Intern, Youth Violence Prevention**  
Youth Violence Prevention week and Summer 612  
January – August 2014

**Background and Project:**

Internship opportunity is available with the Minneapolis Health Department (MHD) for an undergraduate or graduate student seeking a degree in Marketing, Communications, Public Policy, Public Health or related degree; dual degree students are encouraged to apply. This is a paid internship for up to 12 hours/week that requires the student to collaborate with the MHD Youth Violence Prevention Team.

The Youth Violence Prevention intern will help to support activities related to the following projects: Youth Violence Prevention Week (April 7-11) and Summer 612: Unlearning the Culture of Violence campaign and micro grant program (May – August).

**Youth Violence Prevention Week** – Intern will assist the Youth Violence Prevention Coordinator with planning and scheduling activities for Youth Violence Prevention Week. Duties will include reviewing and adapting the national youth violence prevention tool kit for local use and coordinating activities and events for the week including identifying and securing community partnerships. The intern will also assist with developing a marketing strategy and will coordinate any promotional activities developed to raise awareness about Youth Violence Prevention Week and activities scheduled.

**Summer 612** - Internship activities will include working closely with Youth Violence Prevention coordinator and key partners to develop the theme, project design and selection of Summer 612 grantees. The intern will also assist with developing marketing and promotion strategies for any products developed by grantees. Intern will support planning and event promotion activities through sites such as Facebook and Twitter as well as contributing articles to various blogs. Intern will research and secure promotional opportunities for Summer 612 at local events. The intern will help to plan and coordinate the end of summer showcase event for up to 250 people. The intern will create and edit grantee project stories and will assist with marketing Summer 612 project stories to local print, radio, TV, and internet outlets. Intern will prepare weekly updates and reports for key partners on progress and promotional activities.

Key partners include Minneapolis Public Schools working with Summer 612 grantees, Minneapolis Public Library, Downtown Improvement District and other Community Blueprint stakeholders. Intern should have some weekend/evening availability and reliable transportation. Must be punctual and have the ability to work in a team setting.

**Knowledge and Skills Preferred:**

- Knowledge and interest related to violence prevention and arts-based program development
- Strong leadership skills and experience in managing time well and building relationships
- Strong communication skills, both written and verbal, and ability to present information and ideas accurately, effectively, and concisely for a variety of audiences
- Experience working with community residents and organizations, especially low-income populations and communities of color
- Knowledge of content development and passion for the social media (blogs, articles, tweets, images, video) and how to cross-promote across social web
- Ability to work in an environment which requires flexibility, responsiveness, and multi-tasking
- Excellent public speaking, writing, grammar and copywriting skills
- Proficient skill set in all MS Office applications, including electronic communication
- Detailed oriented and ability to add their own voice and talents to the event
- Experience using design programs is a plus
- Knowledge of social media applications and experience growing his/her own communities on various social media sites (i.e. Facebook, Twitter, Pinterest, YouTube, Digg, Flickr, FourSquare, Vimeo, Tumblr, etc.)

**How to Apply:**

In order to be considered please send cover letter and resume.

**Email, fax or mail your information to:** Minneapolis Health Department  
ATTN: Hattie Wiysel  
Summer 612 Youth Violence Prevention  
250 S 4<sup>th</sup> Street, Room 510  
Minneapolis, MN 55415  
612-673-3528  
612-673-3866 FAX  
Hattie.Wiysel@minneapolismn.gov

**For additional information regarding the Minneapolis Health Department  
visit us at: <http://www.minneapolismn.gov/dhfs/>**

**BACKGROUND CHECK:** The City has determined that a criminal background check and/or qualifications check will be required for this intern position.

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.