



ANNOUNCEMENT OF INTERNSHIP OPPORTUNITY

Student Intern, Minneapolis Healthy Living Initiative May - July 2016

Background

A short-term internship opportunity is available with the City of Minneapolis Health Department (MHD) for a student enrolled in a post-secondary certificate or degree program in Public Health, Nutrition, or another related field. This is a paid internship with the Health Department's Minneapolis Healthy Living Initiative and involves working on a project to improve access to healthy foods in the community. This position will assist with the implementation of the revised "Minneapolis Staple Foods Ordinance", a local policy that requires all licensed grocery stores (including corner stores, gas stations, dollar stores, and pharmacies) to stock a minimum amount of basic healthy food items including fruits and vegetables, milk, cheese, eggs, and whole grains. The Health Department is responsible for implementing and enforcing the ordinance in 2016, which includes educating approximately 250 stores about the staple food requirements, monitoring store compliance, and providing technical assistance to help stores successfully meet the ordinance requirements. Funding for this project and internship comes from the Statewide Health Improvement Program, Minnesota Department of Health.

Internship Responsibilities

- Conduct staple foods inventory assessments at approximately 250 licensed grocery stores, including preparing assessment packets, completing assessment paperwork to document compliance with the ordinance requirements, and providing education to store owners on the basic ordinance requirements.
- Document activities/findings from the store visits in writing using provided quantitative and qualitative forms.
- Communicate with other MHD staff including Healthy Living staff and Food, Lodging, and Pools inspectors to coordinate store visits, technical assistance consultations, and follow-up inspections.
- Compile store assessment data using Microsoft Excel; perform basic data analysis to generate summary reports for project staff and key stakeholders.
- Draft content for the City's Staple Foods Ordinance website and work with project staff to make regular updates/announcements to keep store owners and the general public informed about implementation efforts.

Required Qualifications

- Currently enrolled in a post-secondary certificate or degree program (including community/technical college, undergraduate, and graduate programs) with coursework in public health, nutrition or another related field.

Preferred Knowledge and Skills

- Experience implementing and evaluating community-based public health policies and programs.
- Experience with quantitative and qualitative data collection (e.g. assessments, surveys, key informant interviews) and creating summary reports.
- Ability to work independently and complete assigned tasks within set deadlines; excellent time management skills.
- Content area knowledge in nutrition, healthy food access, and obesity prevention.
- Strong verbal and written communication skills.
- Proficient in Microsoft Office applications, including electronic communication.
- Experience developing communications materials for use on web and social media platforms (Facebook, Twitter).

Hours and Salary

- 15-20 hours per week. Wage is dependent on experience and will range from \$12.80 - \$16.47/hour.
- Schedule is flexible, but the intern must be able to provide their own transportation (car, public transportation, bike/walk) to conduct store assessments. All stores are located within Minneapolis city boundaries.

How to Apply

In order to be considered, please send a cover letter and resume no later than 4:30pm, Friday, April 15, 2016.

Email, fax or mail your information to: Minneapolis Health Department
ATTN: Kristen Klingler

250 South 4th Street, Room 510
Minneapolis, MN 55415
Office: 612-673-2301
Fax: 612-673-3866
Email: Kristen.Klingler@minneapolismn.gov

**For additional information regarding the Minneapolis Health Department,
visit us at: www.minneapolismn.gov/health/**

BACKGROUND CHECK: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. 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.