



## **Summer Public Health Associate Baltimore City Health Department**

The Baltimore City Health Department (BCHD) seeks a Summer Public Health Associate. The Associate reports directly to the Commissioner of Health.

Founded in 1793, BCHD is the oldest health department in the country, with more than 1,000 employees and an annual budget of \$130 million that aims to promote health and improve well-being through education, policy/advocacy, and direct service delivery. BCHD's wide-ranging responsibilities include maternal and child health, youth wellness, school health, senior services, animal control, restaurant inspections, emergency preparedness, STI/HIV treatment, and acute and chronic disease prevention.

**BCHD is seeking a Summer Public Health Associate with exceptional writing ability to expand its reach and write prolifically on issues affecting health in Baltimore.**

As the Summer Public Health Associate, the selected candidate will:

- Draft Op-Eds, scholarly articles, press releases, and other writings for publication in various media, and seek and solicit opportunities to publish such works.
- Write policy memos, preparation materials, talking points, and speeches for the Commissioner. This includes closely coordinating with the Special Assistant, Public Information Officer, Legislative Affairs Director, Chief of Staff, and other principals.
- Interact with legislators, community members, senior-level staff from various City departments, and local and national experts in a variety of policy fields.
- Prepare for and attend press conferences, City Council hearings, senior staff meetings, and strategy-planning sessions as they arise.
- Have eagerness and drive to work long hours, including evenings, nights, and weekends as needed in order to complete the duties as outlined above, and any other special projects and requests that may arise.

Desired Skills and Experience:

- Must be exceptionally hard working with strong sense of urgency. This is a once-in-a-lifetime opportunity to serve a key role to the Commissioner of Health and help run an agency with a mission to improve the health and well-being of a city.
- Must have exceptional writing ability and strong policy and project management skills.
- Must be passionate about social justice, committed to service, flexible, eager, and able to meet tight deadlines and able to manage many tasks and projects from all stages.
- Must be able to work closely with the Commissioner and anticipate her needs and requirements.
- Must have exceptional organizational skills and strong attention to detail.

- Preferred candidates should be seeking a master's degree or other graduate degree in public health, public policy, public administration or a related field; would also prefer 1-2 years of work or internship experience in public health, policy, or related fields.

This is an unpaid internship with a full-time, three-month minimum commitment; however, course credit may be available and publications will be guaranteed.

To apply for this position please send your resume, cover letter, and three writing samples (one policy brief, one research article, and one op-ed or essay appropriate for general audience) to Gabe Auteri, Special Assistant to the Commissioner ([Gabriel.auteri@baltimorecity.gov](mailto:Gabriel.auteri@baltimorecity.gov)) with Summer Public Health Associate in the subject line by **February 1<sup>st</sup>, 2016**