



## **SOL Project: Empowering Local Communities Internship**

### **Job Description**

The Saving Our Legacy: African Americans for Smoke-free Safe Places (SOL) is a project of Heluna Health in partnership with the California Department of Public Health, California Tobacco Prevention Program (CTPP). The SOL Project advocates for healthy, smoke-free communities for African Americans and other populations who suffer disproportionately because of social conditions and tobacco use.

**Job Title:** Empowering Local Communities (ELC) Intern

**Status:**

**Reports to:** ELC Project Director

**Service area(s):** Unincorporated Sacramento County (Parkway, Lemon Hill, McClellan Park, Florin, Meadowview, North Highlands, Rosemont, La Riviera, Courtland, and Arden-Arcade)

**Workspace:** Hybrid (in-person and virtual); some evenings and weekends

**Duration:** Fall 2023/Spring 2024. Stipend up to \$500 per semester. Hours to be determined.

### **Empowering Local Communities Internship Program**

The ELC Internship Program is a public service leadership and development program that provides emerging public health professionals with an opportunity to gain valuable skills while supporting the SOL Project's objectives to reduce tobacco-related disparities among African Americans and all communities in Sacramento County/Gold Country region. Internships will be hosted with hybrid remote (virtually) and in-person events and activities.

### **Internship Responsibilities**

Internship responsibilities may include but not be limited to:

- Review, develop, and test educational materials (e.g., factsheets, social media posts, etc.) that are culturally and linguistically appropriate.
- Participate in in-person or virtual presentations and/or webinars to local and statewide partners regarding relevant tobacco-related issues.
- Assist program staff with developing and maintaining strong relationships with non-traditional partners including community-based organizations, faith-based organizations, and multi-unit housing property management staff.
- Assist with hosting focus groups, managing awareness campaigns, and staffing community fairs/events.
- Conduct public opinion poll surveys to gain information on community knowledge, preferences and support for smoke-free multi-unit housing and outdoor public areas ordinances.

- Conduct site observations at multi-unit housing complexes and outdoor public areas to gain information on the scope of exposure to secondhand and thirdhand smoke in the unincorporated areas of Sacramento County.
- Participate in educational meetings with elected officials to inform/educate officials on tobacco related issues affecting residents in their jurisdiction.
- Implement educational presentations for local organizations on tobacco related issues.

## **Internship Eligibility and Requirements**

To be eligible to participate in the internship, applicants must be enrolled in a college. Students must be majoring and/or have a strong interest in public health, public health administration, community health, health science, or related majors. Students must have completed a minimum of 60 semester or 90 quarter units (equivalent to junior grade level standing). Graduate students can also apply. Experience working with the African American community and faith-based organizations is preferred but not required.

Interns are required to:

- Commit to the full duration of the internship.
- Complete assignments working remotely in an efficient and timely manner.
- Have a stable internet connection and access to a computer and/or laptop with functional camera and microphone.
- Participate in required bi-weekly videoconference meetings with their internship supervisor and communicate regularly with program staff.
- Accurately complete and submit a bi-monthly time log to their internship supervisor that indicates the hours worked and responsibilities completed.
- Have access to transportation to attend in-person office days, meetings, and community activities/events.

Application Process - to apply, complete and submit:

- Application
- Resume
- Cover Letter - include a cover letter stating personal qualifications and a statement answering in 300 words or less: "Why do you want to intern with the SOL Project? What skills and/or experiences do you hope to gain from an internship with the SOL Project?"

The deadline to apply is Monday, October 23, 2023. Applicants who are identified as strong candidates will be scheduled for an interview. Selected applicants will be notified by October 30, 2023.

Additional Application Form Questions:

Please ask the applicants to complete these items as part of the application form.

Name of College/University Attending:

Units Completed:

Major/interest of study:

Anticipated Graduation Date:

Do you have immediate access to a computer and/or laptop?

Yes            No

Do you have immediate access to an internet connection?

Yes            No

Do you have immediate access to transportation to in-person activities/events?

Yes            No

Additional Comments

I attest that the information provided is accurate and appropriately reflects my education and experience. If any information is falsely provided, I understand that I may be disqualified from consideration for the internship.

Signature:

Date: