

# Public Health Internship Opportunity – Disaster Preparedness

## Goal:

The intern will gain experience and increase his/her knowledge of public health disaster preparedness.

## Essential Duties:

- Assist in maintaining a database of public health volunteers in the Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC).
- Develop a newsletter to be distributed to public health volunteers showcasing events and upcoming trainings.
- Observe professional meetings and trainings.
- Assist in maintaining inventory of disaster preparedness resources.

## Potential Duties:

- Assist with teaching disaster preparedness classes.
- Participate in health fairs to distribute disaster preparedness information and recruit potential volunteers.
- Assist in planning a regional public health volunteer recognition day.
- Promote public health volunteer programs throughout the counties served.

## Experience and Qualifications:

- Undergraduate or Master's student in Public Health, Public Administration, Environmental Health or Healthcare Administration.
- Must possess excellent written, verbal, and public speaking ability.
- Must be familiar with Microsoft Office Suite to include Word, Excel, and PowerPoint.
- Must be a self-starter and able to work independently.

## Additional Information:

The Disaster Preparedness internship is located at the Barren River District Health Department, 1109 State Street, Bowling Green KY. Transportation needs are the responsibility of the intern. The intern must adhere to agency rules and procedures (i.e. dress code, professionalism, dependability, etc.).

## Contact:

Email your application, transcript, and letter of interest to [Matt.Hunt@barrenriverhealth.org](mailto:Matt.Hunt@barrenriverhealth.org). Upon receipt of your application, you will receive a confirmation email. You will be contacted promptly for an interview. Please visit our website at [www.barrenriverhealth.org](http://www.barrenriverhealth.org)