



Updated 03.11.2021

Vitalyst Health Foundation Internship Job Description

[Vitalyst Health Foundation](#), a public foundation focused on improving well-being in Arizona by addressing root causes and broader issues that affect health, is looking for talented individuals with an interest in non-profit management, health-related policy work and/or community development to serve as interns. Interns can serve throughout the year. This is a temporary, full time, paid opportunity (\$12.15/hour for undergraduates, \$15/hour for graduates), and hours of work are negotiable. Due to COVID-19, we are currently open to remote work opportunities. We hope to implement a hybrid model (remote + in-person) in the fall, so ideally the candidate will be from the Phoenix area. However, this is not a requirement.

Application deadline for Fall 2021 Internship is April 16. Fall internship will be approximately between August 9, 2021-December 17, 2021. Official start and end dates are flexible and will be decided upon hire.

Vitalyst's Priorities:

- Access to care and coverage - from beginning to end we all benefit from a healthcare system that's designed to produce health.
- Healthy Community Design - health is created where we live, learn, work and play.
- Community Capacity Building - skilled, adaptive and resilient leaders are crucial catalyst for organizations and coalitions.
- Transformative Grantmaking - policies and systems are transformed for the better by aligning insightful partners and taking significant risks.
- Civic Health - inclusive decision-making advances health equity.

For more information on our priorities, please visit our website at www.VitalystHealth.org.

Core Intern Responsibilities

- Assist with research on best practices throughout the United States relating to health policy, health workforce, community development, healthy community design, nonprofit capacity building and a variety of other subjects such as community paramedicine and collective impact.
- Assist in preparing policy primers on health-related and community development topics
- Work with federal, state and local partners to organize and convene groups to discuss innovations and best practices
- Promote distribution of our messages through earned and social media
- Assist with webinars, convenings and presentations related to the policy work

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Skills We Are Looking For:

- Project/Program management including managing timelines, competing priorities and coordinating activities
- Experience with research and synthesis of content across health-related topics
- Event planning experience
- Clear communication one-on-one and in small groups
- Effective organizational and time-management skills
- Comfortable working collaboratively with multiple organizations and a variety of people
- Concise and clear writing skills
- Social media experience
- Website experience (i.e. WordPress)

Qualifications:

- Completed or currently pursuing a bachelor's degree in a related field (e.g. public health, non-profit management, public/healthcare administration, health policy, etc.)
- Juniors, Seniors, or Recent Graduates preferred

Interns will gain experience in: developing communications, outreach and marketing strategies and techniques research, review and analysis of public policies, researching and preparing presentations and publications, and Experience with event public relations, event management and collaborative initiatives. Training will include website development, social media management, presentation opportunities with feedback, research and analysis for publication writing, as well as public policy review and advocacy.

The Project Management Associate will serve as the primary supervisor with regular oversight by the CEO. Interns will have the opportunity to work with all members of the leadership team.

If you are interested in applying:

Please submit your resume, as well as a cover letter that addresses the following questions:

- What do you hope to learn from this internship?
- How will your past experiences enable you to contribute to Vitalyst's work?
- In the future, what role do you see yourself serving in the broadly defined health sector?

***You should also submit a brief writing sample (this may be something you've previously produced for class or previous work experience).**



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Vitalyst Health Foundation is committed to diversity and to equal opportunity employment. Vitalyst does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, height, weight, physical or mental ability (including HIV status), veteran status, military obligations, or marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations and applies to all Vitalyst Health Foundation employees, volunteers, members, clients, and contractors.

For more information contact Kelsey Otten, Project Management Associate, at kotten@vitalysthealth.org.

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