

## **Frederick County Health Care Coalition Internship**

The Frederick County Health Care Coalition works to see that our community is productive, resilient, and thriving so that all people have a voice in their health and equitable access to the opportunities and resources necessary to prosper and to be physically and emotionally healthy. We work with determined, hardworking individuals that are committed to addressing some of the most critical concerns of Frederick County. Since 2006, the Frederick County Health Care Coalition has engaged the public to improve wellness and resiliency to equitably impact the lifelong health of all Frederick County residents.

### **ABOUT THE POSITION**

We are looking for an individual who can work independently and reliably with our Executive Director. Our interns engage in frequent meetings with local non-profits, businesses, and medical professionals to establish collaborative projects.

This immersive and hands-on experience is perfect for students that want to expand their knowledge and experience in the non-profit, public health, or community engagement fields. You will gain insight into the grant writing process, research and report writing, foster relationships with local leaders, in addition to planning events.

### **WHAT YOU WILL GAIN**

We value our interns and ensure that you receive a learning experience that reflects your skills and career goals. The Frederick County Health Care Coalition Internship is a valuable opportunity for students looking to expand their skills in the non-profit and health care sectors of a growing region.

The Frederick County Health Care Coalition is unique due to its connections across numerous fields and interactions with local organizations. Working together with the community, and promoting a collaborative environment, are crucial to the internship. It will encourage you to think beyond your studies and examine public health through multiple lenses. In addition to this, the internship will enable you to reinforce your specific skills and interests within the professional world.

You will have many opportunities to network with local non-profit and for-profit organizations, community leaders, and other members of our staff.

### **WHAT YOU WILL DO**

This internship will require you to work independently and collaboratively with the Executive Director and other members of our team. Responsibilities will include:

- Assisting in administrative work during and prior to meetings
- Cooperate and foster relationships with local organizations
- Create research reports based on the recent health care related news and events

- Edit and organize community surveys
- Assemble public outreach plans and strategies for events
- Aid in the grant writing process by gathering data

## **HOW YOU WILL KNOW IF YOU'RE A GOOD FIT**

You have a passion for helping others, desire to directly impact the Frederick community, and have a strong work ethic. You should be detail oriented, have strong time management abilities, and reliable communication skills.

Some ideal factors include:

- Pursuing a degree in management, sociology, anthropology, non-profit studies, or related fields.
- Proficient in Microsoft Word, Excel, and Adobe Acrobat.
- Friendly and observant; able to thrive in large meeting environments and autonomously
- Strong editing, proofreading, and organizational skills.
- Resourceful with a strong work ethic; willing to take on a wide variety of tasks and follow them through completely.
- Experience in community service, volunteer work, or campus related activities.

## **WHAT MAKES FCHCC A GREAT PLACE TO INTERN?**

We treat our interns as valued members of our team, so your actions and observations will always be appreciated. You will be involved in an active, energetic, and driven environment with a staff of passionate members of the community. Our culture is founded on the values of compassion, inclusiveness, intersectionality, perseverance, and dedication. Your involvement in this internship will allow you to develop your passions and skills in public aid and advocacy, as well as establish close relations with community leaders.

## **HOW TO APPLY**

For more information on deadlines for the fall, spring, and summer, be sure to visit <https://health.frederickcountymd.gov/328/Health-Care-Coalition>.

To apply, email [arbennett@frederick.health](mailto:arbennett@frederick.health) with your resume and cover letter. Be sure to put "FCHCC Internship" in the subject line of any correspondence regarding this opportunity.