

NASOMH Internship Announcement & Application

The National Association of State Office of Minority Health (NASOMH) is pleased to announce a remote internship for the fall 2022 semester, starting September 15th, 2022 and ending December 15th, 2022. Contingent upon successful completion of first semester expectations, there is the ability to extend into Spring 2023 semester. This internship will not qualify for program credit, but will offer a stipend of \$2,700.00 (\$15.00/hour for 15 hours /week). Candidates from communities most impacted by health inequities strongly preferred (including students of color, American Indians, LGBTQ students, students from rural areas, and students with disabilities).

Application deadline: August 29th at midnight EST. Finalists will receive email notification to schedule an interview. If selected, interviews will be held September 7th and 8th with notification of award on September 10th by COB.

Eligibility Requirements

- Enrollment in bachelors (at least 30 credit hours/ sophomore status) or master-level program in one of the following disciplines: public health, public policy, public administration, communication, business or similar disciplines.
- Minimum GPA of 2.8.
- Able to commit up to 15 hours per week with the exception of federally recognized holidays. (Additional hours per week may be earned with prior approval from the NASOMH board representative)
- Interest in minority health, health disparities/health inequities.
- Willing to complete projects assigned by NASOMH.
- Access to the Internet, a computer, wifi capabilities, and video conference capabilities.
- Skills: Microsoft Office Suite, (Excel including but not limited to pivot tables, Power Point, Word) and necessary hardware and software.
- Interpersonal skills: communication, problem-solving, self-starter.

Roles & Responsibilities

PRIMARY DUTIES:

- Create a national database scalable revision, completion, & filterable of organizations membership roster, and present finished national database to NASOMH membership.
- Attend scheduled meetings sponsored by NASOMH or NASOMH partnering entities.
- Participate in trainings to increase understanding of equity & social justice impacting minority & marginalized communities.
- Work with our membership chair in the recruitment and retention of NASOMH membership.
- Query and distribute grant opportunities for state offices.
- Accomplish weekly tasks by the due date, unless the task is re-assigned/another task is added with a new due date.



- Responsible for the creation, & submission of content via NASOMH social media platforms web page, twitter & LinkedIn upon approval from webmaster.
- Research, compile and disseminate a NASOMH Newsletter.

ADDITIONAL DUTIES:

- Submit invoice and time sheet to supervisor no later than the assigned date for invoice collection.
- Maintain professional conduct at all times.
- Work with OMH, ASTHO, NACDD HEC staff related to the implementation of initiatives, sharing of resources or specific operations of NASOMH.

How to Apply

Please fill out the attached application form, and include in a packet that also contains the following:

- Resume;
- Letter of interest (no more than 1 page);
- Unofficial transcripts verifying your GPA, enrollment, and degree discipline;
- 1 professional letter of reference from a professor/previous employer;
- 1 personal letter of reference (cannot be a family member)

Completed packets can be emailed to NASOMH@gmail.com by August 29, 2022 at midnight EST.



NASOMH Internship Application

LEGAL NAME: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

INTERPERSONAL SKILLS: (select all that apply)

COMMUNICATION PROBLEM SOLVING SELF-STARTER

IN THE SPACE PROVIDED DESCRIBE A TIME YOU LEVERAGED AN INTERPERSONAL SKILL FROM ABOVE:

COMMUNITIES MOST IMPACTED BY HEALTH INEQUITIES YOU IDENTIFY WITH: (select all that apply)

RURAL LGBTQ PEOPLE WITH DISABILITIES HISPANIC / LATINOS
 AFRICAN AMERICANS NATIVE AMERICANS / AMERICAN INDIANS / ALASKAN NATIVES
 ASIANS / PACIFIC ISLANDERS NONE OTHER (please specify): _____

MICROSOFT OFFICE SKILLS: (select all that apply)

WORD POWER POINT EXCEL EXCEL PIVOT TABLES

IN THE SPACE PROVIDED DESCRIBE A SKILL FROM ABOVE THAT HELPED YOU COMPLETE A PROJECT:

I CERTIFY I MEET ALL ELGIBILITY REQUIREMENTS AND AGREE TO THE ROLES & RESPONSIBILITIES

SIGNATURE: _____ Date: _____

