

**Job 16 : Administrative Specialist 1 - Health Education Intern**  
**North Carolina Department of Health and Human Services**  
**Division of Public Health - (Tobacco Prevention and Control Branch)**

**Responsibilities and Deliverables**

The *Health Education Intern* will work to advance health equity and reduce tobacco-related health disparities among North Carolina's LGBTQIA+/QTPOC population. This is a paid internship.

Interns will work directly under the Gender and Sexual Minority Tobacco Treatment Coordinator with supervision from the Director of Tobacco Cessation.

Working closely with the Gender and Sexual Minority Tobacco Treatment Coordinator, this internship will focus on:

- Planning and executing outreach at Prides throughout the state by providing health education on tobacco and nicotine use and methods for quitting.
- Support implementation of the 2023 LGBTQIA+ Health Assessment survey and developing work with the QTPOC community.

The health education intern will receive training in health education, tobacco and nicotine cessation, tobacco and nicotine's negative impact on mental health and role in promoting other substance abuse. The intern will also take part in the Duke-UNC Tobacco Treatment Specialist training.

**Management Preference**

- Students identifying as LGBTQIA+/QTPOC at a Historically Black College or University (HBCU) or Minority Serving Institution located in North Carolina strongly urged to apply.
- An interest in improving LGBTQIA+/ QTPOC lives.

**Knowledge, Skills, and Abilities**

- Ability to work **40 hybrid (in person and virtually) hours** weekly including: in-person Pride Events on Saturday June 3, 10, 17, 24 and Charlotte Black Pride July 23 and Monday – Friday between 9 am and 5 pm.
- Interest in/experience with LGBTQIA+/QTPOC issues.
- Dynamic candidate with excellent communications skills who can confidently provide health education after content training.
- Driver's license and own transportation.
- Physically able to set up 10X10 tent, table, and health booth materials.

**Minimum Education and Experience**

High school diploma or General Educational Development (GED) diploma and two years of related administrative experience; or equivalent combination of education and experience.