

Job 4: Administrative Specialist 1 - Health Education - Stigma reduction E-tool kit: Data to Action Team

Job Responsibilities and Deliverables

The intern will work with the Data to Action (DtA) team to develop a Stigma reduction E-tool kit to align with the EtE Plan for funded Ryan White care and prevention funded agencies in North Carolina by assisting with:

- Conducting literature reviews on addressing stigma related to
 - HIV
 - Mpox
- Identifying and creating templates for E-tool kits.
- Identifying positive sexual health messaging campaigns.
- Coordination of think tank sessions with Regional Networks Care and Prevention to identify strategies for fostering collaboration with youth-serving organizations for sexual health programs.
- Development of evidence-based measurement instruments and tracking tools for outcome measures.

Management Preference

Student enrolled in a Public Health, Human Services, Education, Social Science, or Communications programs at a Historically Black College or University (HBCU) or Minority Serving Institution (MSI) located in North Carolina.

Knowledge, Skills, and Abilities

- Ability to work **40 Hybrid (in person and virtually) hours** Monday – Friday between 8 am and 5 pm.
- Ability to demonstrate knowledge and interest in Communicable Disease - related matters, within a workforce setting, including data, access to care, health disparities, social drivers of health, and community engagement.
- Ability to effectively engage and interact with a broad and robust population of internal professionals, and external partners.
- Ability to utilize office equipment and other relevant technology (software and systems) to meet organizational needs.
- Knowledge of data collection and application of knowledge in creating reports, charts, and other materials.
- Ability to clearly convey information and ideas through a variety of media to individuals or groups.
- Ability to identify and understand issues, problems, and opportunities; use effective approaches for choosing a course of action or developing appropriate solutions.

- Ability to present ideas clearly and effectively in written form; ability to adjust language or terminology to meet the needs of the audience; ability to use correct grammar, organization, and structure.

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.