

Change Champion Intern (Administrative Specialist 1): **NCDHHS' Office of the Secretary, Health Equity Portfolio**

**Job Responsibilities and Deliverables**

Interns work collaboratively with campus health centers and DHHS staff to organize, lead, and facilitate outreach and engagement activities that promote public health best practices on the campus of HBCUs/MSIs in North Carolina.

**Management Preference**

Students enrolled in an undergraduate or graduate programs at a Historically Black College or University (HBCU) or Minority Serving Institution (MSI) located in North Carolina. Students encouraged to apply have participated previously in a DHHS HBCUs/MSIs Internship cohort or are pursuing a major in public health or human services related program.

**Knowledge, Skills, and Abilities**

- Ability to work 40 hours per month on their college/university campus and/or virtually to effectively engage and interact with a broad and robust population including students, student organizations, campus professionals, and external partners.
- Ability to compile, assimilate, and organize both printed and electronic information, including slide deck, and other meeting and presentation materials.
- Knowledge of data collection, storage, organization, manipulation, and/or analysis of data and apply that knowledge in creating reports, charts, and other materials.
- Ability to utilize office equipment and other relevant technology.
- Ability to present ideas clearly and effectively in written and verbal form, along with the use of grammar, organization, and structure.
- Ability to adjust language or terminology to meet the needs of the audience.

**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.