



POSITION ANNOUNCEMENT
Fall Internship, Learning Resource Center
(April 28, 2008)

The Public Health Foundation (PHF) is a national, non-profit organization dedicated to improving the public's health by helping strengthen and build capacity and infrastructure of the public health system, including agencies, organizations, workforce and communities. PHF is a dynamic and responsive organization with a budget of \$3.5 million, and over 30 years of experience. With our highly motivated and professional staff, we quickly and effectively respond to the current and emerging needs of the public health system. Every employee counts and contributes as a team member and individually to the success of our organization.

Position Overview:

PHF is seeking a dynamic, detail-oriented undergraduate student to provide marketing, communications, and administrative support to the Learning Resource Center (LRC), PHF's publications unit. LRC is a \$1.2 million business solution that currently partners with 40 clients to distribute training and resource materials to public health, healthcare, allied health professionals, and consumers through a print catalog, online bookstore, email and direct mail campaigns, advertising, and conferences. The ideal candidate will have the opportunity to gain hands-on experience and become an integral part of LRC operations. The environment is fun and challenging, and the right candidate will see the direct results of his/her work.

Minimum Qualifications:

The candidate must be currently pursuing a Bachelor's degree and must have a junior or senior standing. The candidate must work 10 -20 hours weekly for the duration of the fall semester. An interest in public health, marketing, or communications is a plus.

Required Experience and Skills

Candidates should have the following skills:

- Well-organized with the ability to juggle multiple tasks and projects.
- Excellent organization and communication (verbal and written) skills.
- Ability to follow and execute plans.
- Ability to meet deadlines.
- Ability to work independently and as part of a team environment.
- Strong analytical and follow-through skills.
- Strong computer skills, including Microsoft Office Suite.

Salary: Internships are for college credit hours. A small, monthly stipend will be available.

To apply: Send cover letter, resume, and **two** writing samples (maximum **two** pages each) to:
Email: awilliams@phf.org; please be sure to put **(Fall Internship)** in the subject line. **Mail:** Public Health Foundation, Attn LRC Internship, 1300 L Street, N.W., Suite 800, Washington, DC 20005. **Fax:** 202-218-4409. No phone calls, please.

The Public Health Foundation is an equal opportunity employer. Please visit the PHF web site at www.phf.org or the online bookstore at <http://bookstore.phf.org/>.