

Project Description Template

How to use this Template

D-H Population Health Supervisor fills out this template to create a description of the project that can then be posted and shared with potential interns. This document gives a general description of the project goals, timeline, site, and other conditions. After the intern is selected, a project memo will be filled out to more specifically tailor this project to the particular intern and their interests and capacity.

Name of Project: Communications for Substance Misuse Team

Timeline for Internship: Semester (+), part time

D-H Population Health Supervisor: Bridget Aliaga

Population Served: This project addresses the need to get substance misuse prevention, intervention, treatment and recovery education and resources to the general population. The target audience would be people living in the Upper Valley and Greater Sullivan County Public Health Networks.

Worksite: 46 Centerra Parkway, Community Health Improvement Department or 24 Main Street, UNH Extension Building

Paid/Unpaid: Unpaid

Description of Project:

Intern would assist substance misuse team in getting information regarding substance misuse and suicide prevention, intervention, treatment and recovery to the general public. This could include anything from social media, blog posts, letters to the editor, website content creation, radio PSAs, campaign assistance as well as data gathering. All posts would be researched and created by the intern and approved by the substance misuse team. There would be room for the intern to research and develop messaging important to them as well as investigating topics that the substance misuse team requests. The intern would also create a plan to include a timeline and suggested content for social media and blog posts as related to national and community events. The intern would also be expected to attend at least 3 staff and/or coalition meetings to familiarize themselves with the work, gather ideas for content and stories that should be shared. Communicating consistently about this work is an effective way to engage community stakeholders in the importance of the information itself and what the substance misuse team is doing.

Responsibilities of the Intern:

Intern could work on or off site but would need to meet with substance misuse team once or twice a week. All communications must be approved before shared with the general public. This internship would be up to 10 hours a week. Intern is expected to produce 3 social media posts a week, one blog post a week. A presentation and social media plan for future posts to staff at the end of the internship.



Dartmouth-Hitchcock
Population Health Internship Process
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Requirements

Intern should be proficient in using social media, Microsoft Office Word, and Google products. Intern will need to work independently as well as on a team. Intern must be dependable and self-motivated. Prior experience with communications is a plus. Computer and office will be provided.

Core Population Health Learning Competencies *(Select all that apply):*

- Create Community Capital
- Facilitate Alignment of Shared Goals
- Foster Effective Communications
- Develop Shared Data & Measures

- Lead/Support Change Efforts
- Build Community Capacity for Health
- Practice Situational Leadership
- Other _____

If you are interested in applying for this internship opportunity, please contact:

Bridget Aliaga
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