



**413Cares Intern
Job Description**

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The 413Cares intern will support the pilot of 413Cares.org, Pioneer Valley's online, community resource database platform.

Learning Objectives

- Learn what community based organizations offer free and reduced programs in the Pioneer Valley.
- Assist in reaching out to those organizations to claim their programs via email or by phone
- Learn about online communication strategies including website, Facebook and email marketing.

Requirements

- Experience in MS Office required; experience with web editing and database preferred.
- Bilingual in Spanish/English preferred.
- College juniors and seniors with a 3.0 GPA or better. Master's students preferred.
- Ability to dedicate 6-10 hours per week to internship.
- Ability to follow directions and eager to learn.

About the Public Health Institute of Western MA

The Public Health Institute of Western MA (PHIWM), providing skills, expertise and experience to create successful public health campaigns and sustainable system changes to improve health and well-being in the region. Through partnerships, we build on community assets and build community capacity to positively impact social determinants of health. Our services include Research and Assessment, Coalition-building, Program Evaluation and Health Policy Development. PHIWM is a 501 (c) (3) nonprofit with a 20-member Board of Directors and relies on state, federal and private grants and contracts. PHIWM contracts with Baystate Health for Human Resources services. For more details, visit www.PublicHealthWM.org

How to Apply

Please send a cover letter and resume to info@PublicHealthWM.org for consideration to our internship program. Thank you.