Stamp Out Cancer Brooklyn (SOCB) Intern

Department: Population Health
Job Title: SOCB (Stamp Out Cancer Brooklyn) Intern
Reports to: Victoria Foster
Office Location: New York, NY

Position Summary

We are looking for bright and motivated interns to assist with the strategic planning processes surrounding an innovative, new initiative addressing cancer prevention and disparities in Brooklyn. Interns may also have an opportunity to develop new projects with community and health center partners.

Preference will be given to individuals who can commit to the internship for both fall and spring terms.

Principal Responsibilities

1. Conduct literature reviews and draft reports and summaries.
2. Assist in logistics for a community based listening tour in Brooklyn.
3. Aid with the development programmatic materials such as power point presentations, one-pagers and reports.
4. Attend outreach events (may require some weekends and evening hours).
5. Assist with project planning and development tools such GANTT charts and logic models as well as tracking tools.
6. Other responsibilities as assigned.

Qualifications

1. Commitment to health disparities and social justice work.
2. Commitment to cultural responsiveness.
3. Excellent relationship management skills.
4. Excellent writing skills.
5. Excellent organizational, communication, and time management skills
6. Excellent computer skills (use of MS Office Suite with a focus on Excel, internet research)
7. Ability to communicate and work with community members and community organizations in a friendly and professional manner.
8. Ability to work independently.

How to Apply

If interested, please send a cover letter, resume/CV, and a completed HDRTP application (available at bitly.com/nyuhdrtp) to Victoria Foster at Victoria.foster@nyulangone.org. Please include “HDRTP – SOCB Spring 2020 Intern” in the email heading.