



**Health Equity Solutions
Training and Outreach Internship
Hartford, CT**

Organizational Overview:

The mission of Health Equity Solutions (HES) is to promote policies, programs, and practices that result in equitable access to health care, increased quality in the delivery of health care, and improved health outcomes for Connecticut residents. Our mission is motivated by the vision that every Connecticut resident have the opportunity to obtain optimal health regardless of race, ethnicity, or socio-economic status.

Health Equity Solutions' purpose is to catalyze systemic public policy changes that advance and sustain health equity in Connecticut through a non-partisan, collaborative, results-oriented approach. To accomplish this, HES will work to shape and influence laws, policies and regulations; monitor the implementation of legislation and regulation; conduct policy analysis and research to educate and inform; engage diverse partners; convene public forums and implement campaigns; engage in communications, messaging, and media advocacy; and actively participate on related coalitions and committees. HES is currently seeking a Community Outreach Worker.

Internship Summary:

The Training and Outreach Intern is essential to the efficient and effective delivery of the educational and training programmatic efforts of HES. Under the supervision of the Program Manager of Training and Outreach, this individual will have responsibility for assisting with coordinating general programming efforts of HES in addition to data analysis, and assessment creation and dissemination. The successful candidate will have a proven record of program delivery and coordination, will be a skilled facilitator, and have a passion for and commitment to anti-racist teaching and racial equity.

Duties/Responsibilities

Core Responsibility: Curriculum development, planning, implementation, and coordination

- Assist in the planning and execution of our educational and training programs
- Assist in researching, designing, and implementing programs that support health equity and advocacy in an effort to inform HES programming
- Assist with tech needs for workshop/trainings
- Facilitate development of learning/training programs and events
- Research, investigate, and analyze available resources and websites to help enhance programs
- Network with other organizations to share information and to gain knowledge that would help improve HES efforts

- Design digital and print promotional material
- Curate and participate in community outreach events

Core Responsibility: Program support and co-creation and operational assistance

- Work collaboratively with the Director and Program Manager of Training and Outreach to identify subject matter experts for HES efforts and programs
- Demonstrate awareness of and support for program goals and objectives
- **Collect, analyze, and disseminate key evaluative and demographic data on educational programs to internal stakeholders**

Core Responsibility: Communications

- Responsible for communication coordination, including but not limited to regular communication to stakeholders and posting of online content in various social media outlets; coordination of and promotion of HES efforts and programs to increase participation and engagement; and develop marketing materials targeting potential participants, speakers, and sponsors
- Develop programming and event specific materials

Job Specifications

- **Education:** Working towards a degree in public policy, public health, or other social sciences preferred
- **Experience:** Significant knowledge of educational program design, implementation, and delivery required; understanding of public policy and advocacy required; 1-2 years of relevant professional experience preferred; knowledge of and passion for health equity preferred
- **Skills:** Program design and implementation; communications and marketing related to advocacy efforts; policy analysis/policy communications; effective skills as a group facilitator; problem solving; interpersonal, computer, verbal and written communication skills; time management; excellent organizational skills necessary; successful grant writing experience a plus
- **Other:** Must be proficient in Microsoft Word, Excel, PowerPoint; Internet Applications; Social Media platforms
- **Characteristics:** Individual self-starter; work well as part of a team, works well in a fast-paced environment
- **Supervisor:** Program Manager of Training and Outreach
- **Job Context:** Indoors, office, constant repetitive motions, constant sitting, occasional standing, stooping, no environmental or job hazards, occasional light lifting; occasional in-state travel

To Apply: Forward your cover letter and resume to jobs@hesct.org with the following subject line: **Materials for HES Training and Outreach Internship Position**