|  |  |
| --- | --- |
| **Job Title:** | SAPHA Intern  |
|  |  |
| **Organization:** | South Asian Public Health Association (SAPHA)  |
| **Type:** | Internship  |
| **Classification:** | Public Health  |
| **Industry:** | Non Profit / NGO  |
| **Number of Openings:** | 1  |
| **Location:** | Virtual |
| **Compensation:** | TBD |
| **Work Experience Needed:** | < 2 years  |
| **Minimum Level of Education:** | Bachelors / Masters  |
| **Position Description:** | The intern will assist the SAPHA Chapter / Partnership Committee Chair. The Intern will be responsible for conducting the following activities: • Contribute to research, writing, and/or editing of the SAPHA local Chapter guidelines / policy • Develop action plans for increasing the number of SAPHA partnership opportunities • Establish objectives for increasing cross committee cooperation through coordination with committee leadership • Assist in contacting membership, encouraging and assisting in the formation of local chapters, providing necessary information and monitoring their activities • Assist in developing an agenda and present to the BOD • Update the existing partners resource guide • Assist the committee with outreach opportunities • Shall work in close association with the Membership Committee • Attend Monthly Board Call meetings as necessary • Contribute to writing and/or editing of SAPHA communications and social medium (SAPHA website, Face book Page and Blog)  |
| **Qualifications:** | Interest in public health, health disparities with a specific interest in South Asian public health. Must be able to work independently. Excellent writing and communication skills. Available during the work days for calls.  |
| **Organization Description:** | SAPHA is a 501(c)3 non-profit organization dedicated to raising the awareness and promoting the health and well-being of South Asians and the communities in which they live. To accomplish this, SAPHA is comprised of a diverse array of committed leaders involved in every facet of public health.  |
|  |
| **Contact Name:** | Nazeera Dawood  |  |
| **Contact Email:** | ndawood@sapha.org  |  |
| **Web Address:** | <http://www.sapha.org/pages.php?id=8>  |  |
| **How to Apply:** | Please send your resume and a paragraph on why you are interested in applying to ndawood@sapha.org  |  |